# Digital Broadcaster

# Version 3.4

# User Manual – Operations

For: B-Series, C-Series, S-Series
Analog, SDI, HD-SDI, ASI, and IPTV

The Digital Broadcaster User Manual covers the following TelVue products.

| B-Series Server | C-Series Encoder | S-Series Archive Server |
|---|---|---|
| B100 | C500 | S1000 |
| B1000 | C1000 | S2000 |
| B3000 Lite | | S3000 |
| B3000 | | |
| B3000-SDI | | |

Each model may include several products. For example, B3000 includes B3000, B3100, B3200, B3300, B3400, etc.

C-series Encoders function like B-series Servers with the encoder option but without any playout channels. The Config, Content, and Record sections of this manual cover the C-series Encoder.

S-series Archive Servers share the same Content Management application as B-series Servers. The Config and Content sections of this manual cover the S-series Archive Server.

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All specifications, notices and warnings are subject to change without notice.

## Class A Statement

This computer-based video server has been tested by the original manufacturer and found to comply with the limits for a Class A digital device, pursuant to Part 15 (EN61000-3-2) of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance it this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area may cause interference in which case the user will be required to correct the interference at the user's expense.

This device complies with Part 15 (EN61000-3-2) of the FCC rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference.

2. This device must accept any interference that may cause undesired operation.

Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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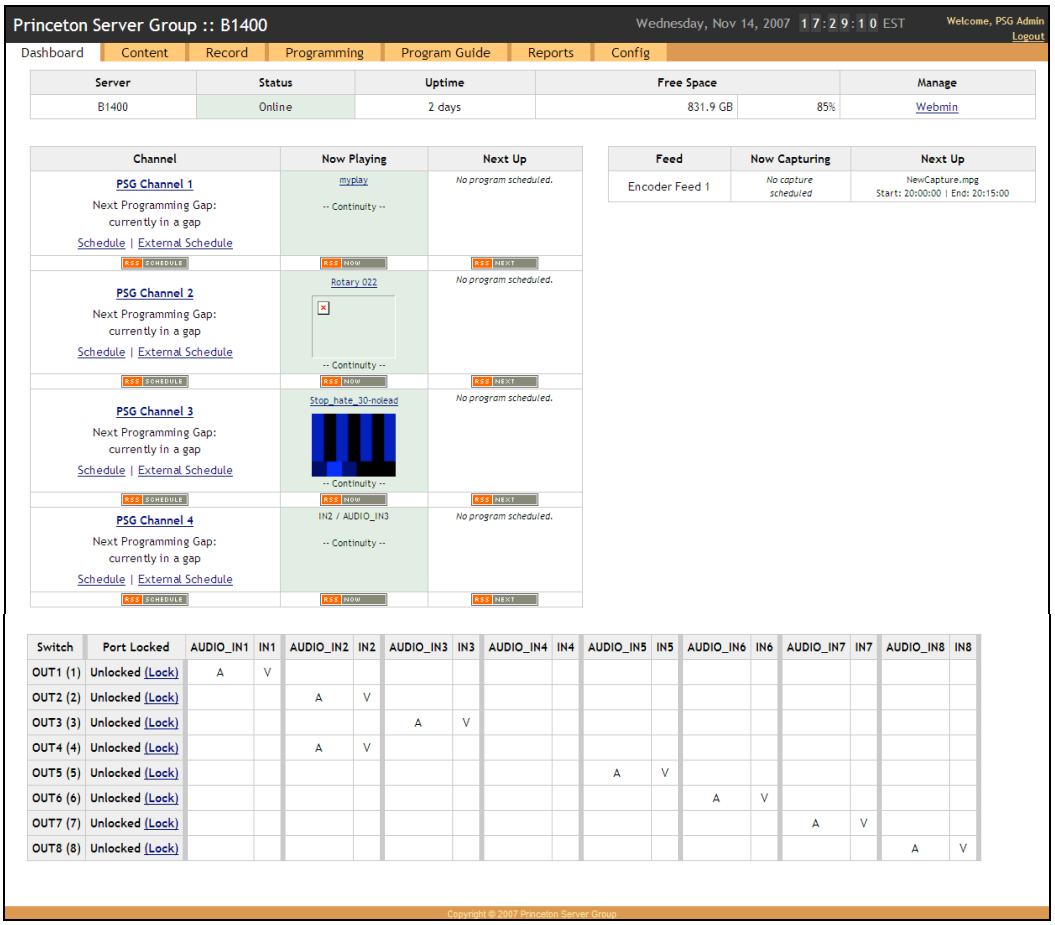
# Web Application Detailed Operations

This section describes the various pages displayed by the Web Application and how to perform the operations available on each page.

## The Dashboard

The Dashboard shows what is happening on the Digital Broadcaster, including what is currently playing. It provides information about the Digital Broadcaster's status, file system, channel, and feed and switch status. Many elements on the Dashboard have links to other pages that let you see more information or take actions regarding that element. The current state is refreshed each time the Dashboard page is refreshed in the browser.




### *Field Descriptions – Server Section*

- **Server** – shows the name and/or model number of the server.
- **Status –** shows the state of the media server. Possible states include:
    - Online – the media server is running normally.

  - Resetting – the media server was manually or automatically reset and is still coming online.
  - Offline – the media server is not currently running.
- **Uptime** – how long the server has been running.
- **Free Space** – how much of the media partition's total capacity is currently available for more files, in gigabytes. The available percentage of the partition's total capacity is also displayed.
- **Manage** – link to Webmin. The Webmin feature is described in the Utilties section of this manual.

### *Field Descriptions – Channel Section*

- **Channel** – information about each playout channel. If this installation supports more than one channel, each channel is listed in its own section. Channel information includes:
  - Channel Name – quick link to the Edit Channel page, which is described in the Config section on page 70.
  - Next Programming Gap – the amount of time remaining until the next unprogrammed slot in the schedule, up to 24 hours from now. If the server is currently in a programming gap, the application displays this. Continuity typically plays during programming gaps.
  - Schedule – quick link to the Classic View of the Programming page for the channel, which is described beginning on page 39.
  - External Schedule – quick link to the simple day schedule for this channel. The external schedule can be viewed on your webpage. See *Making the Program Guide Available on Your Website* in the Utilities section of this manual.
  - RSS Schedule – quick link to the programming schedule for this channel for the coming week. The listing depends on your browser, but typically includes the program name and description from the content metadata. For example, this browser displays:
    - Program names or filenames.
    - Date and time the content is scheduled for broadcast.
    - A brief description of the content, if one is available in the content metadata.

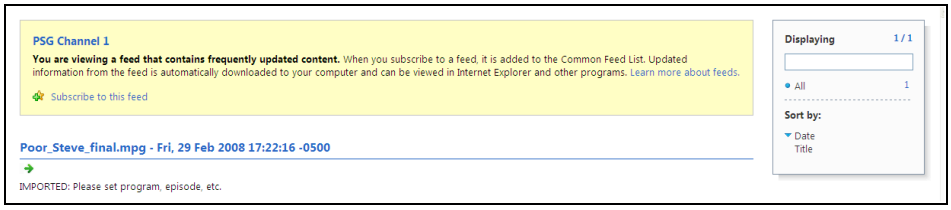
Wave
You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.
Subscribe to this feed
Buckle Up Dear - Wed, 30 Jan 2008 13:30:00 -0500
Ad Council
Cafe Central - Fri, 25 Jan 2008 14:00:00 -0500
Cafe Central - Mon, 28 Jan 2008 14:00:00 -0500
Displaying 17 / 17
All 17
Sort by:
Date
Title
Filter by category:
Community 6
Lectures 1
News 1
Sports 1
Weather 1

In some browsers you can sort and filter the programming by:

- Date – the date the content is scheduled for broadcast. If you click on **Date** again, the order is reversed.
- Title – sorts the list alphabetically. If you click on **Title** again, the order is reversed. This is one way to see if a certain title has been scheduled.
- Filter by Category – displays only the titles in a particular category. For example, if you are supposed to air five community events today, click on the Community category to see if at least five are displayed.
- All – To see everything on the schedule again, click on **All** at the top of the box.

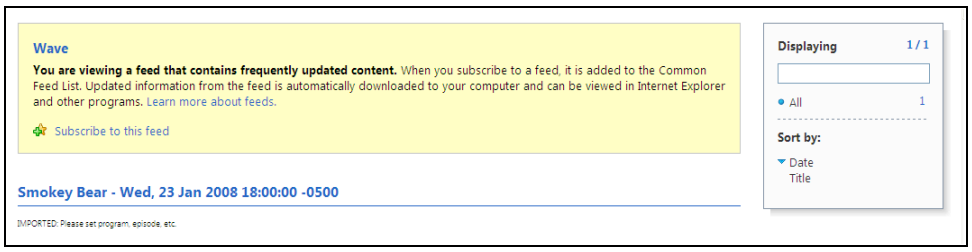
Click your browser's **Back** button to return to the Dashboard.

- **Now Playing** – the name and thumbnail of the program currently being played on the server. The time the program was scheduled to start and its runtime are displayed below the thumbnail. Both the start time and runtime are shown in hours, minutes, and seconds (HH:MM:SS).
  - Stop – to stop playing the current program immediately, click the Stop button. A confirmation dialog will pop up. If the current program is a zero-duration switch event, there will be no **Stop** button.
  - RSS Now – quick link to the programming schedule for this channel. The listing depends on your browser, but typically includes the program name and description from the content metadata as in this example.


PSG Channel 1
You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.
Subscribe to this feed
Poor_Steve_final.mpg - Fri, 29 Feb 2008 17:22:16 -0500
IMPORTED: Please set program, episode, etc.
Displaying 1 / 1
All 1
Sort by:
Date
Title

Click your browser's **Back** button to return to the Dashboard.

- **Next Up** – the name, thumbnail, start time, and runtime of the next program scheduled to run in the next 24 hours.
    - RSS Next – quick link to the scheduling information for the next program. The listing depends on your browser, but typically includes the program name and description from the content metadata as in this example.
        - Program names or filenames.
        - Date and time the content is scheduled for broadcast.
        - A brief description of the content, if one is available in the content metadata.


Wave
You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.
Subscribe to this feed
Smokey Bear - Wed, 23 Jan 2008 18:00:00 -0500
IMPORTED: Please set program, episode, etc.
Displaying 1 / 1
All 1
Sort by:
Date
Title

Click your browser's **Back** button to return to the Dashboard.

## *Field Descriptions – Encoder Section*

- **Feed** – information about encoder feed. If this installation supports more than one feed, each feed is listed in its own section. Feed information includes the name of the encoder as used on your system.
- **Now Capturing** – the name and thumbnail of the content currently being encoded. The time the capture was scheduled to start and its runtime are displayed below the thumbnail. Both the start time and runtime are shown in hours, minutes, and seconds (HH:MM:SS).
    - Stop – to stop the current capture immediately, click the **Stop** button. A confirmation dialog will pop up.
    - RSS Now – quick link to the page with information on the current capture. The listing includes the program name and description from the placeholder metadata. Click your browser's **Back** button to return to the Dashboard.
- **Next Up** – the name, thumbnail, start time, and runtime of the next program scheduled to run in the next 24 hours.
    - RSS Next – quick link to the scheduling information for the next program. The listing includes the program name and description from the placeholder metadata for the next capture. Click your browser's **Back** button to return to the Dashboard.

## *Field Descriptions – Switch Section*

Switch information is displayed only in systems configured with the TelVue video switch control module. A switch connected to a TelVue server controls the path of data from a feed, through the server, to an output.

The table of switch audio/video inputs and outputs is displayed at the bottom of the Dashboard. If the switch has more than 8 inputs and outputs, a table shows the input route for each output.

- **Switch –**The switch output ports are listed down the left side, either as OUT1, OUT2, etc. or with the name you provided during Switch Configuration.
- **Port Locked –** The Port Locked column shows whether a switch port is locked or unlocked. If you lock a switch port it will hold that switch route until you unlock it manually. Although the switch ignores switch events while it is locked, it keeps track of any scheduled switch events. When you unlock the switch, it restores the switch route it would be using if you had not locked the switch.

  ***Note:*** *If you manually override the switch port through the front switch panel it has the same effect as locking the switch port on the Dashboard.*
- **Input Columns –** The switch input columns are headed with IN1, IN2, etc. or with the names you provided in Switch Configuration.

  If breakaway is enabled, the letter A is shown in the audio input columns and the letter V is shown in the (video) input columns. If breakaway is disabled, there is one column per input with the letters AV showing the input-output route.

## *Switch Operation*

The switch input/output configuration you set during Switch Configuration is known as the home path, and the input for each switch output is called the home port. During everyday operation, programming comes from an input feed, passes through the switch, and goes to an output channel.

### *Switch Continuity*

Some installations use the switch for continuity programming. For example when nothing is scheduled for a channel they might switch to their bulletin board feed. This changes the pattern on the display of switch inputs and outputs.

| Switch | B1000 | TVTN Bulletin Board | Camera-Council Chambers | Legacy |
|---|---|---|---|---|
| OUT 0 (1) | AV | | | |
| OUT11 (2) | | AV | | |
| OUT13 (3) | | | AV | |
| OUT15 (4) | | | | AV |

| Switch | B1000 | TVTN Bulletin Board | Camera-Council Chambers | Legacy |
|---|---|---|---|---|
| OUT 0 (1) | | AV | | |
| OUT11 (2) | | AV | | |
| OUT13 (3) | | | AV | |
| OUT15 (4) | | | | AV |

When the switch is used for continuity it returns to the home port after each scheduled event, sees that nothing is scheduled, and goes to the continuity input. This happens too quickly to affect what the viewer sees, but the operator should be aware that this is normal behavior for the switch.

**Note:** In earlier versions of the TelVue software a 0-duration switch to the continuity port would be overridden if something was playing on the home port. Beginning with version 3.4 a 0-duration switch to the continuity port stays on the continuity port until the operator schedules a switch event away from it.

### *Locking the Switch*

When the operator wants the switch to hold the same path regardless of what events have been scheduled, the operator locks the switch. There are two ways to lock the switch.

- With the switch off the home port, go to the Switch section of the Dashboard and click on Lock for the output port you want to lock.
- Manually change the switch path by pressing the buttons on the switch panel. Consult your switch operations manual for guidance.

This table illustrates how the switch behaves, depending on whether it is locked into a path or unlocked.

| Operator Action | No Switch Continuity | Switch Continuity |
|---|---|---|
| *Switch Unlocked* | | |
| Schedule switch event. Duration = 0. | Switch stays on that port until you schedule something else. | |
| Schedule switch event. Duration > 0. | The switch event occurs. When the event is finished the switch returns to the home port. | Switch returns home, then the software determines whether it needs to go to continuity (<1 second). |
| Schedule switch event. Duration > 0. Schedule a playout from the home port for the same time. | Executes switch event for its duration. (Any scheduled switch event will occur unless switch is locked.) | 1. Switch event completes.<br>2. Playout completes. Server plays the "end" of it, however long that is.<br>3. Switch returns home, then the software determines whether it needs to go to continuity (<1 second). |
| *Switch Locked* | | |
| Use the Web Application's Dashboard to lock the switch. | Switch stays locked even if other switch events or playouts are scheduled. | Switch stays locked if other switch events or playouts are scheduled. It will not even switch for continuity. |
| Use the front panel to move the switch. | Switch stays locked in that path even if other switch events or playouts are scheduled. Must unlock it by clicking Unlock on the Dashboard. | |
| Use the front panel to move | The manual lock overrides the playout, so it does not go to | |

| Operator Action | No Switch Continuity | Switch Continuity |
|---|---|---|
| the switch away from the home port, then schedule a playout. | air. | |
| Use the Dashboard to unlock the switch. | Goes to the switch output scheduled in the TelVue program software. You can confirm the path by looking at the switch's front panel. | |

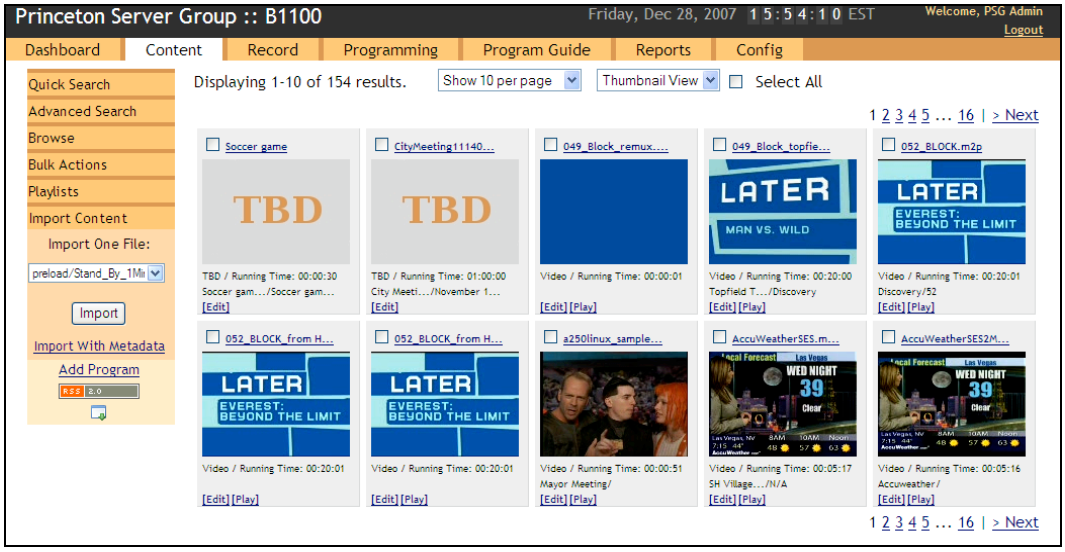
To prevent the Digital Broadcaster from locking the switch when it detects a manual (faceplate) switch, change its configuration as described in the Switch Configuration section on page 91.

# Content

The Content page shows available content and manages content on the Digital Broadcaster. Use this page to see what content is currently available, to search for specific content, to import new content files, and to perform bulk actions on selected content such as deleting or categorizing. Two views are available; the default thumbnail view and the table view.

The top of the page shows how many titles appear on this page. To see more titles, use the drop-down list to select a larger display size. You may display up to 100 titles per page. The other drop-down box lets you switch between Thumbnail View and Table View. The **Select All** checkbox on the right lets you check all titles displayed on the page (not necessarily all titles on the system) for bulk action.

> ***Note:*** *To select all content on a page (up to 100 titles), first choose* ***Show 100 per page*** *from the drop-down box. Clear all advanced searches so all titles are displayed. Then click the* ***Select All*** *checkbox.*




The Digital Broadcaster comes preloaded with sample MPEG-2 clips. “Poor Steve” has been imported and is set to be the *continuity clip* that automatically plays when nothing else is scheduled. To make other files available for playout scheduling, use the **Import Content** function to import them.

## *Thumbnail View*

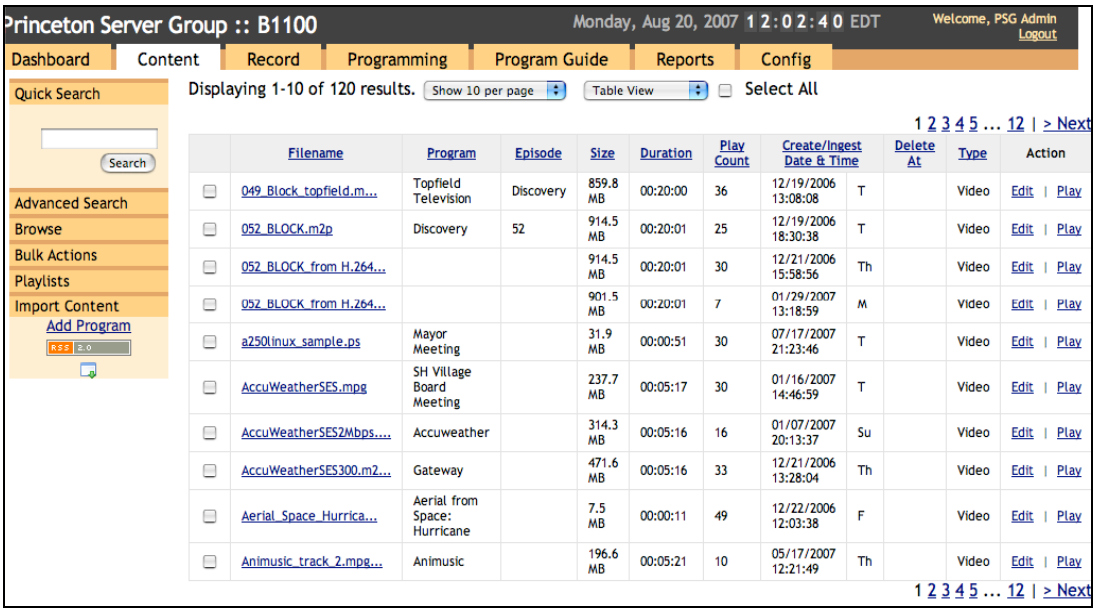
Each thumbnail displays a scene from the content with the following information.

- **Checkbox** – allows you to select the content for a bulk action, such as a purge, or deletion.
- **Filename** – the name of the content as it is stored on the server, typically the filename without the extension. If the name is long, mouse over it to display the full name. Clicking on the name takes you to the **Show Content** page.

- **Running Time** – the playing time of this file, after any virtual trimming, in hours, minutes, and seconds (HH:MM:SS).
- **Program or Program Code** – the program name or program code of this file, depending on how the schedule settings on page 86 were configured. If the name is too long, mouse over the ellipsis (. . .) to see the full name.
- **Episode or Episode Code** – the episode name or episode code of this file, if applicable, depending on how the schedule settings on page 86 were configured. If the name is too long, mouse over the ellipsis (. . .) to see the full name.
- **Edit** – Link to the edit page so you can edit the file information and optional metadata for this content.
- **Play** – Link to the Schedule Playout page so you can schedule a playout date and time for this content.

## *Table View*

Table View displays the content as a list without any thumbnail images. As in Thumbnail View, you may show 10, 20, 50, or 100 titles per page. To go to one of the other pages, click on the page number links or the **<Previous** or **> Next** links in the lower-right corner.

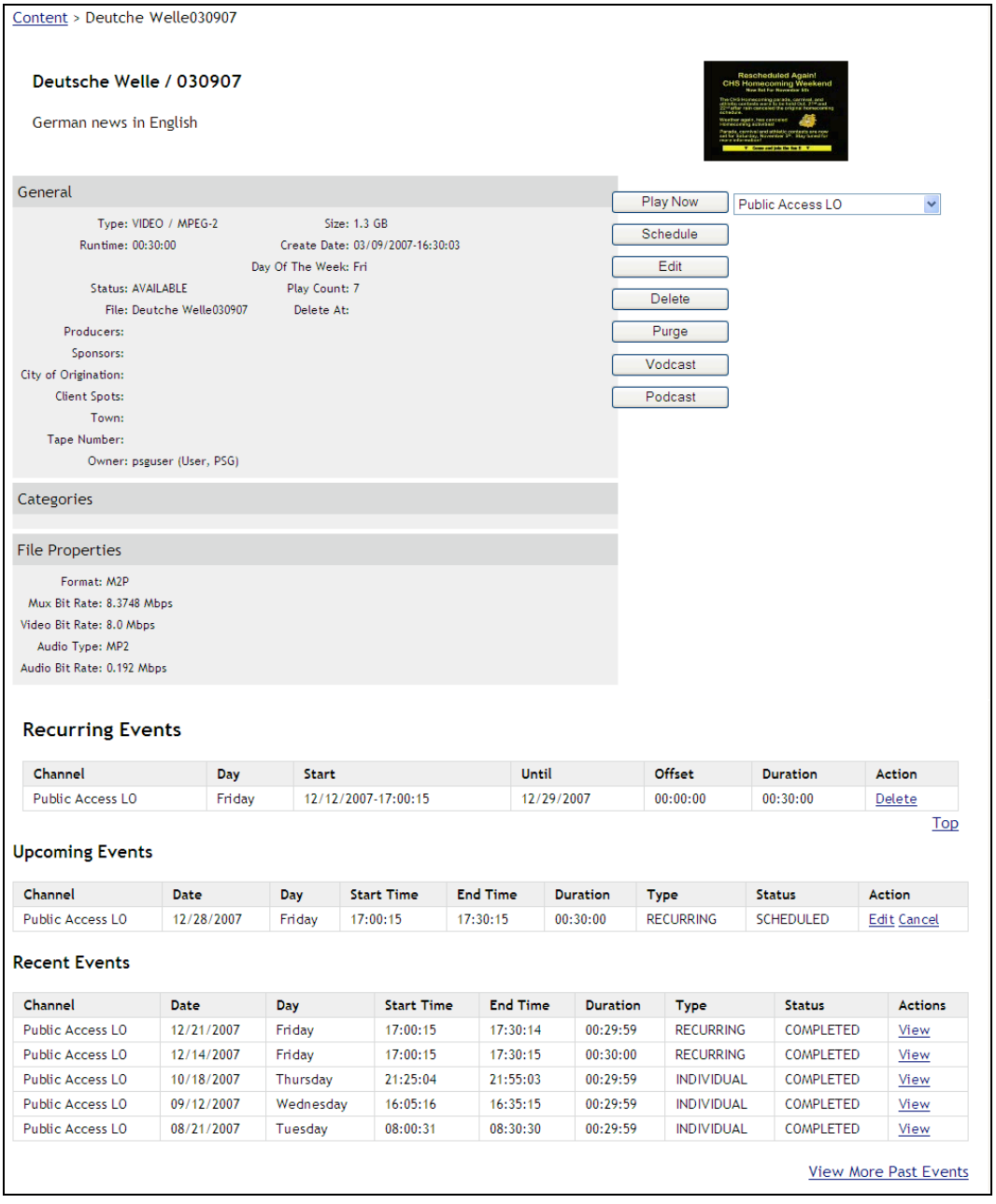

Princeton Server Group :: B1100
Monday, Aug 20, 2007 12:02:40 EDT
Welcome, PSG Admin
Logout
Dashboard
Content
Record
Programming
Program Guide
Reports
Config
Quick Search
Search
Advanced Search
Browse
Bulk Actions
Playlists
Import Content
Add Program
Displaying 1-10 of 120 results.
Show 10 per page
Table View
Select All
1 2 3 4 5 ... 12 | > Next
Filename | Program | Episode | Size | Duration | Play Count | Create/Ingest Date & Time | Delete At | Type | Action
049_Block_topfield.m... | Topfield Television | Discovery | 859.8 MB | 00:20:00 | 36 | 12/19/2006 13:08:08 | T | Video | Edit | Play
052_BLOCK.m2p | Discovery | 52 | 914.5 MB | 00:20:01 | 25 | 12/19/2006 18:30:38 | T | Video | Edit | Play
052_BLOCK_from H.264... | | | 914.5 MB | 00:20:01 | 30 | 12/21/2006 15:58:56 | Th | Video | Edit | Play
052_BLOCK_from H.264... | | | 901.5 MB | 00:20:01 | 7 | 01/29/2007 13:18:59 | M | Video | Edit | Play
a250linux_sample.ps | Mayor Meeting | | 31.9 MB | 00:00:51 | 30 | 07/17/2007 21:23:46 | T | Video | Edit | Play
AccuWeatherSES.mpg | SH Village Board Meeting | | 237.7 MB | 00:05:17 | 30 | 01/16/2007 14:46:59 | T | Video | Edit | Play
AccuWeatherSES2Mbps.... | Accuweather | | 314.3 MB | 00:05:16 | 16 | 01/07/2007 20:13:37 | Su | Video | Edit | Play
AccuWeatherSES300.m2... | Gateway | | 471.6 MB | 00:05:16 | 33 | 12/21/2006 13:28:04 | Th | Video | Edit | Play
Aerial_Space_Hurrica... | Aerial from Space: Hurricane | | 7.5 MB | 00:00:11 | 49 | 12/22/2006 12:03:38 | F | Video | Edit | Play
Animusic_track_2.mpg... | Animusic | | 196.6 MB | 00:05:21 | 10 | 05/17/2007 12:21:49 | Th | Video | Edit | Play
1 2 3 4 5 ... 12 | > Next

- **Select Checkbox –** allows you to mark the content for bulk actions by checking the box.
- **Filename –** the filename of the content. The last portion of the filename usually indicates the file type, such as MPG or JPG.
- **Program or Program Code** – The name of the program or its program code, depending on how the schedule settings on page 86 were configured.
- **Episode or Episode Code** – The episode name or episode code of this file, if applicable, depending on how the schedule settings on page 86 were configured.

- **Size** – the size of the file, typically in megabytes (MB) or gigabytes (GB).
- **Duration –** the runtime of this file in hours, minutes, and seconds (HH:MM:SS) including any virtual trimming.
- **Play Count –** the number of times this file has been played since the system was installed.
- **Create/Ingest Date & Time** – the date, time, and day of the week the content file was captured or imported onto the server. For a program placeholder, this shows the expected ingest date, time, and day of the week. (T = Tuesday, Th = Thursday)
- **Delete At** – if this file is scheduled for deletion from the system, this field shows the date and time the deletion will take place.
- **Type** – the type of content in this file, such as a video, an audio file, or an overlay.
- **Actions –** the functions, or actions, you may do with this content. These actions are described more fully under Content File Actions, below.
    - Edit – allows you to edit the file information and optional metadata for this content.
    - Play – allows you to schedule a playout date and time for this content.

## *Show Content Page*

When you click on a filename or thumbnail on the Content page, the Show Content page is displayed. This page shows the content's properties, and upcoming and recent playout history.


Content > Deutche Welle030907
Deutsche Welle / 030907
German news in English
Rescheduled Again!
CHS Homecoming Weekend
General
Type: VIDEO / MPEG-2
Size: 1.3 GB
Runtime: 00:30:00
Create Date: 03/09/2007-16:30:03
Day Of The Week: Fri
Status: AVAILABLE
Play Count: 7
File: Deutche Welle030907
Delete At:
Producers:
Sponsors:
City of Origination:
Client Spots:
Town:
Tape Number:
Owner: psguser (User, PSG)
Play Now
Public Access LO
Schedule
Edit
Delete
Purge
Vodcast
Podcast
Categories
File Properties
Format: M2P
Mux Bit Rate: 8.3748 Mbps
Video Bit Rate: 8.0 Mbps
Audio Type: MP2
Audio Bit Rate: 0.192 Mbps
Recurring Events
Channel | Day | Start | Until | Offset | Duration | Action
Public Access LO | Friday | 12/12/2007-17:00:15 | 12/29/2007 | 00:00:00 | 00:30:00 | Delete
Top
Upcoming Events
Channel | Date | Day | Start Time | End Time | Duration | Type | Status | Action
Public Access LO | 12/28/2007 | Friday | 17:00:15 | 17:30:15 | 00:30:00 | RECURRING | SCHEDULED | Edit Cancel
Recent Events
Channel | Date | Day | Start Time | End Time | Duration | Type | Status | Actions
Public Access LO | 12/21/2007 | Friday | 17:00:15 | 17:30:14 | 00:29:59 | RECURRING | COMPLETED | View
Public Access LO | 12/14/2007 | Friday | 17:00:15 | 17:30:15 | 00:30:00 | RECURRING | COMPLETED | View
Public Access LO | 10/18/2007 | Thursday | 21:25:04 | 21:55:03 | 00:29:59 | INDIVIDUAL | COMPLETED | View
Public Access LO | 09/12/2007 | Wednesday | 16:05:16 | 16:35:15 | 00:29:59 | INDIVIDUAL | COMPLETED | View
Public Access LO | 08/21/2007 | Tuesday | 08:00:31 | 08:30:30 | 00:29:59 | INDIVIDUAL | COMPLETED | View
View More Past Events

The fields displayed for the file are described briefly below.

- **General** – information about the file similar to what is displayed on the **Content** page, such as filename, type, runtime, status, owner, size, creation date, play count, and delete date. To change this information, click the **Edit** button at the right.

- **Categories** – any programming categories in which this file appears, as selected by the operator. To put this file in a category, click the **Edit** button at the right. To set up categories, use the Content Management section of the Config page.
- **File Properties** – the encoded video and audio properties of the file, including format, bitrate, and type. The file properties cannot be edited.
- **Recurring Events** – recurring times at which the file is scheduled for playout, such as every Thursday at 9:00 AM. To schedule recurring events, click the **Schedule** button at the right.
- **Upcoming Events** – the next few times the file is scheduled for playout, including both recurring and single playouts. To schedule more events, click the **Schedule** button at the right.
- **Recent Events** – the last five times the file was scheduled for content. To see more history, click on View More Past Events at the bottom of the page. The Recent Events section includes status information for the content, such as whether it was completed, started late, or ended early.

File actions for this content file are shown in the upper right of the page, below the thumbnail frame. Not all actions are available for all content.

- **Play Now** – to begin playing the file immediately, select a channel from the drop-down list and click on **Play Now**. If nothing is playing on the Digital Broadcaster, this is one way to play a file immediately. To play this content on another channel on your system, choose it from the drop-down list.
- **Schedule** – takes you to the Schedule Playout page to schedule one or more times to play the file. The **Schedule Playout** page is described in *Content File Actions*.
- **Edit** – to change the file information for the content, click the Edit button. This takes you to the **Edit Content** page as described in *Content File Actions*.
- **Delete** – to delete the content from the Digital Broadcaster's file system, click the **Delete** button. This action is described more fully in *Content File Actions*.

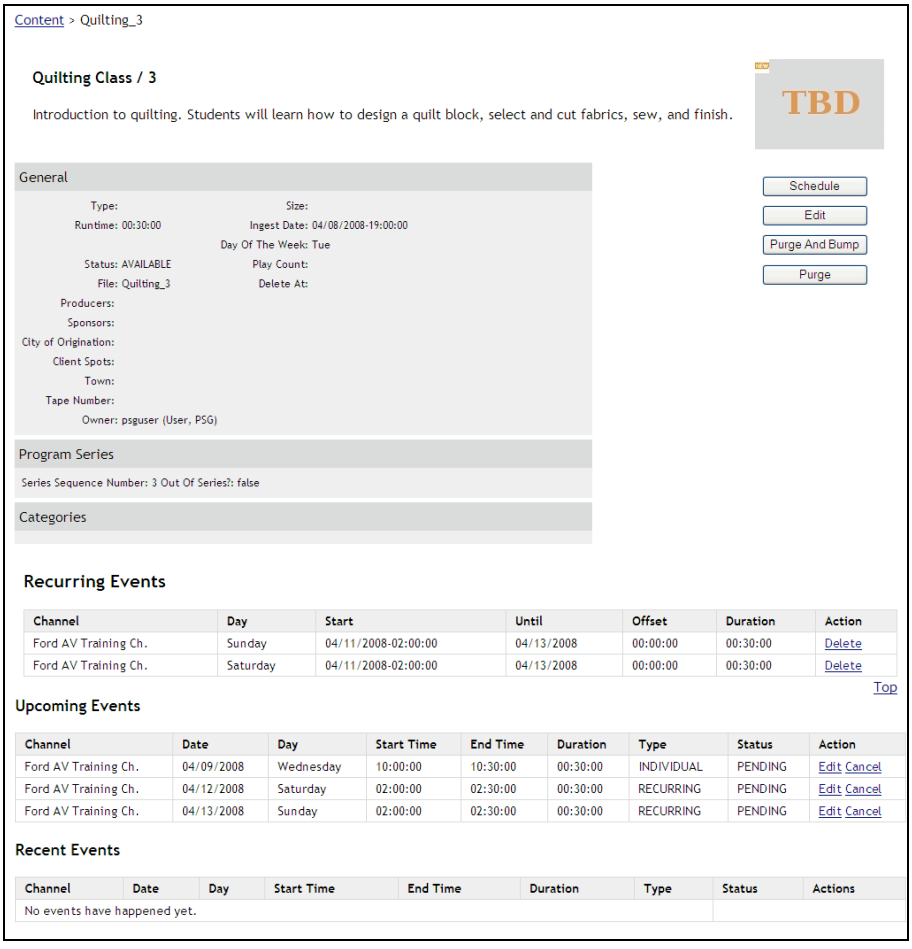
  *Note: Use caution when deleting content, since this permanently removes the file from the file system.*
- **Purge** – to remove the content from the Web Application's list, but preserve it on the Digital Broadcaster's file system, click the **Purge** button. This action is described more fully in *Content File Actions*.
- **Vodcast** – to create a vodcast mp4 version of this file and add it to the automatically generated vodcast RSS feed, click the **Vodcast** button. Once you click the **Vodcast** button you are returned to the Show Content page and no further action is necessary. The mp4 file will be created in the background and stored in the download directory, typically http://nnn.nnn.nnn.nnn/media/psg/vol1/download where nnn.nnn.nnn.nnn is the IP address of your server. Optionally the mp4 file may be automatically transferred via FTP to a remote server. You may configure the mp4 encoding settings and vodcast RSS feed parameters in the Config section. This feature is only available as an option on S-series Archive Servers and C-series Encoders.

- **Podcast** – to create a podcast mp3 version of this file and add it to the automatically generated podcast RSS feed, click the **Podcast** button. Once you click the **Podcast** button you are returned to the Show Content page and no further action is necessary. The mp3 file will be created in the background and stored in the download directory, typically http://nnn.nnn.nnn.nnn/media/psg/vol1/download where nnn.nnn.nnn.nnn is the IP address of your server. Optionally the mp3 file may be automatically transferred via FTP to a remote server. You may configure the mp3 encoding settings and podcast RSS feed parameters in the Config section. This feature is only available as an option on S-series Archive Servers and C-series Encoders.

To return to the **Content** page from the **Show Content** page, click on the **Content** tab at the top of the screen.

## *Show Content Page for Unattached Content*

When you click on the filename or thumbnail for unattached content, the information on the Show Content page is different because the content is not yet on the server. The page shows the placeholder's expected properties and scheduled playouts, if allowed on this server.


Content > Quilting_3
Quilting Class / 3
Introduction to quilting. Students will learn how to design a quilt block, select and cut fabrics, sew, and finish.
TBD
General
Type:
Size:
Runtime: 00:30:00
Ingest Date: 04/08/2008-19:00:00
Day Of The Week: Tue
Status: AVAILABLE
Play Count:
File: Quilting_3
Delete At:
Producers:
Sponsors:
City of Origination:
Client Spots:
Town:
Tape Number:
Owner: psguser (User, PSG)
Schedule
Edit
Purge And Bump
Purge
Program Series
Series Sequence Number: 3 Out Of Series?: false
Categories
Recurring Events
Channel | Day | Start | Until | Offset | Duration | Action
Ford AV Training Ch. | Sunday | 04/11/2008-02:00:00 | 04/13/2008 | 00:00:00 | 00:30:00 | Delete
Ford AV Training Ch. | Saturday | 04/11/2008-02:00:00 | 04/13/2008 | 00:00:00 | 00:30:00 | Delete
Top
Upcoming Events
Channel | Date | Day | Start Time | End Time | Duration | Type | Status | Action
Ford AV Training Ch. | 04/09/2008 | Wednesday | 10:00:00 | 10:30:00 | 00:30:00 | INDIVIDUAL | PENDING | Edit Cancel
Ford AV Training Ch. | 04/12/2008 | Saturday | 02:00:00 | 02:30:00 | 00:30:00 | RECURRING | PENDING | Edit Cancel
Ford AV Training Ch. | 04/13/2008 | Sunday | 02:00:00 | 02:30:00 | 00:30:00 | RECURRING | PENDING | Edit Cancel
Recent Events
Channel | Date | Day | Start Time | End Time | Duration | Type | Status | Actions
No events have happened yet.

The fields displayed for the placeholder are described briefly below.

- **General** – information about the placeholder similar to what is displayed on the **Content** page, such as expected filename, expected runtime, ingest date, and day of week. If your installation has custom metadata fields, they are displayed here as well. To change this information, click the **Edit** button at the right.
- **Program Serie**s – If this placeholder is part of a series, this section will display its sequence (order) in the series and whether the placeholder is out of order.
- **Categories** – any programming categories in which this file appears, as selected when the program was added. To put this placeholder in a category, click the **Edit** button at the right. To set up categories, use the Content Management section of the Config page.
- **Recurring Events** – If this placeholder has been scheduled for recurring playout, this section displays them, such as every Thursday at 9:00 AM. To schedule recurring events, click the **Schedule** button at the right.
- **Upcoming Events** – If this placeholder has been scheduled for playout, this section displays the next few times, including both recurring and single playouts. To schedule more events, click the **Schedule** button at the right.
- **Recent Events** – Generally there will be no recent events for placeholders.

File actions for this content file are shown in the upper right of the page, below the thumbnail frame. Not all actions are available for all content.

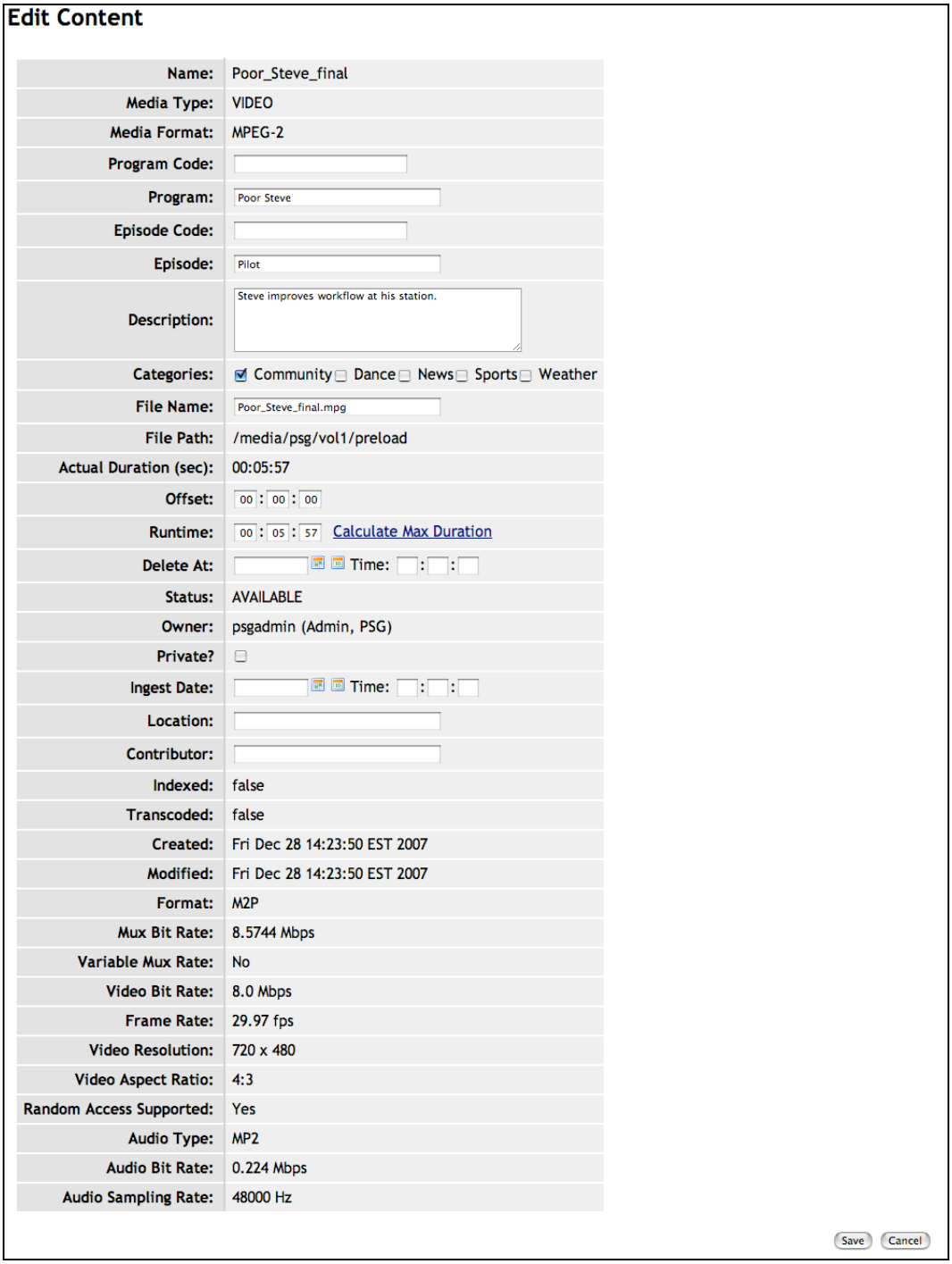
- **Schedule** – takes you to the Schedule Playout page to schedule one or more times to play the placeholder. The **Schedule Playout** page is described in *Content File Actions on page 19*. To schedule placeholders, this installation must allow scheduling of unattached content. To change the configuration, go to **Configuration → Schedule Settings** on page 86.
- **Edit** – To change the file information for the placeholder, click the **Edit** button. This takes you to the **Edit Content** page as described in *Content File Actions on page 15*.
- **Purge and Bump** – If this placeholder is part of a series you can remove it from the Web Application but preserve the series information. For example, a series on quilting might have 8 episodes. The instructor decides to cancel the 3rd class. You could purge and bump Quilting_3. There will now be only 7 episodes in the series. The new Quilting_3 will inherit the filename, ingest date, and other metadata from the old Quilting_4. Quilting_4 will inherit the metadata from the old Quilting_5, etc.
- **Purge** – If you want to remove this placeholder from the Web Application and not preserve any of its metadata, click the **Purge** button. This is a good choice if the event associated with this placeholder is cancelled. To continue the example, if the entire quilting series were cancelled, you would purge each placeholder.

## *Content File Actions*

The following actions may be performed on content.

### *Edit*

To change the file information for a content file or placeholder, click on its **Edit** action. The Edit Content page is displayed.



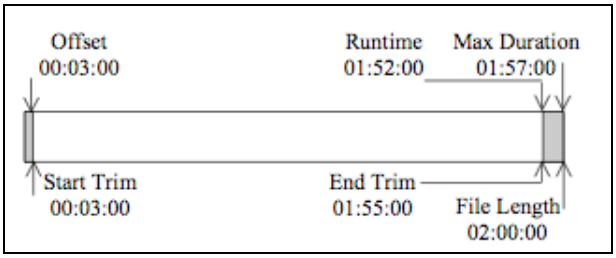
The Edit Content page displays information about the content including its media type and format, and encoding information. The following information can be edited.

- **Program Code** – If program codes are used in your workflow, enter a code that distinguishes what program this is. You can search on program codes in combination with a keyword search.
- **Program** – If this installation does not use program codes, enter the name of the program as it should appear in the Program Guide.
- **Episode Code** – If episode codes are used at your installation, enter a code that distinguishes what episode of a program series this is. You can search on episode codes in combination with a keyword search.
- **Episode** – If this installation does not use episode codes, enter the name of the episode as it should appear in the Program Guide, if applicable.
- **Description** – (optional) Enter a detailed description of the content as well as any keywords to be used to search for this content.
- **Categories** – Select one or more categories used on your Digital Broadcaster, such as PSA (public service announcements).
- **Filename** – the name of the content file, such as council_meeting_0425.mpg. If the content is currently scheduled, you cannot change the filename.

  **Offset – Runtime or Start Trim – End Trim**

  Depending on the schedule settings you chose in Config → Schedule Configuration as described on page 86, your TelVue server displays either Offset and Runtime (Duration) or Start Trim and End Trim to determine where file playout should start and stop and how long the playout should be. If this content was imported with trims or an offset and runtime already in the metadata, it is advisable to use them. If needed, you can set a different trim or offset and runtime manually when you schedule the content. Information on calculating the offset and runtime or start trim and end trim is provided below.
- **Offset** – how far from the beginning of the file you want to start playing, in hours, minutes, and seconds. For example, if the file begins with 3 minutes of announcements prior to a soccer game, enter 00:03:00 to skip the announcements and begin the file when the game begins. To play the file from its beginning, leave this field blank.
- **Runtime** – the length of time you want the playout to run, in hours, minutes, and seconds. For example, suppose you captured a soccer game for 2 hours (2:00:00). The game ends 1 hour and 55 minutes into the file and you want to skip the 3 minutes of announcements at the beginning. To end each playout when the game ends, enter 1:52:00 for the runtime. To end the playout when the file ends, enter 1:57:00 or click on Calculate Max Duration as described below.
- **Calculate Max Duration** – This utility subtracts the offset from the untrimmed length of the file to get the runtime without any end trim. Click on the words

Calculate Max Duration to use it. If you want the runtime to be less than the max duration, change the entry in the Runtime field after calculating the Max Duration.




- **Start Trim** – how far from the beginning of the file you want to start playing, in hours, minutes, and seconds. For example, if the file begins with 3 minutes of announcements prior to a soccer game, enter 00:03:00 to skip the announcements and begin the file when the game begins. To play the file from its beginning, leave this field blank.
- **End Trim** – how far from the beginning of the file you want to stop playing, in hours, minutes, and seconds. For example, suppose you captured a soccer game for 2 hours (2:00:00). The game ends 1 hour and 55 minutes into the file. To end each playout when the game ends, enter 1:55:00 for the end trim. To end the playout when the file ends, enter 2:00:00.

***Virtual Trim*** *– When you use the* ***Start Trim*** *and* ***End Trim*** *fields together the application calculates the trimmed length of the file as:*

*Runtime = <original file length> - <start trim> - [<original file length > - <end trim >].*

*For example, if you want to trim the soccer game file from both ends, enter 00:03:00 for the start trim and 1:55:00 for the end trim.*

*Runtime = 2:00:00 – 00:03:00 – [2:00:00 – 1:55:00]*
*= 2:00:00 – 00:03:00 – 00:05:00*
*= 1:52:00*

- **Position** (overlays only) – the x-axis and y-axis coordinates for the placement of the overlay on the screen.
- **Alpha Blend** (overlays only) – An integer from 1 – 255 specifying how much the overlay should blend into the playout. The lower the number, the fainter the overlay appears on the screen. If the Chroma Key below is set, the Alpha Blend cannot be set.
- **Chroma Key** (overlays only) – If set, the HTML color selected is removed from the HTML graphic overlay (made transparent). If the Alpha Blend above is set, the Chroma Key cannot be set.
- **Custom Attributes –** If your installation uses custom attributes they are displayed here. To set custom attributes go to Configuration ➔ Content Management ➔ custom content metadata fields to reach the Metadata Setup screen.

- **Delete At** – To set a date and time for the content file to be automatically deleted from the server, type a date in the form MM-DD-YYYY or click on the **Calendar** icon or **Today** icon to choose a date. If no time is specified, then the content is deleted at midnight the next day. To keep the content on the server indefinitely, leave the date and time blank.
- **Private** – To keep this content on your private list so it is visible only to users with Admin privileges and yourself, check this box.
- **Ingest Date** – For a content placeholder pending the content's arrival, enter the date and time the content file is expected to be brought onto the serve in the form MM-DD-YYYY or click on the **Calendar** icon or **Today** icon to choose a date up to one year from today. Enter the time in the form HH:MM:SS using 24-hour time.
- **Location** – (optional) The location where the content was created. This can be used to specify a particular networked encoder for program placeholders to be populated by an encoding event on a remote C-series encoder.
- **Contributor** – (optional) the name of the person, company, or other entity that supplied this content.

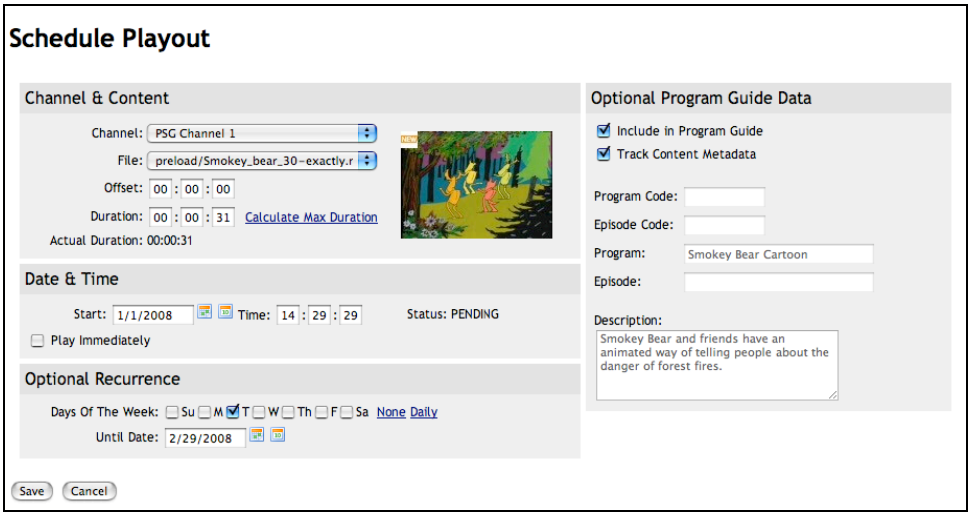
When you have finished editing the content file information, click the **Save** button. The application saves the changes and returns you to the Content page. To return to the Content page without changing anything about the content, click the **Cancel** button.

*Note: This information becomes part of the content's metadata and will always be associated with this content unless and until you change it.*

## *Play*

If you clicked on the content filename to see the information about the content before playing it, click the **Schedule** button to go to the Schedule Playout page. On the Content page in thumbnail view or in the Action column of Table View, click on the Play action.

1. To schedule a playout for a content file, click on that file's **Play** action. The Schedule Playout page is displayed.


Schedule Playout
Channel & Content
Channel: PSG Channel 1
File: preload/Smokey_bear_30-exactly.r
Offset: 00 : 00 : 00
Duration: 00 : 00 : 31 Calculate Max Duration
Actual Duration: 00:00:31
Date & Time
Start: 1/1/2008 Time: 14 : 29 : 29
Status: PENDING
Play Immediately
Optional Recurrence
Days Of The Week: Su M T W Th F Sa None Daily
Until Date: 2/29/2008
Optional Program Guide Data
Include in Program Guide
Track Content Metadata
Program Code:
Episode Code:
Program: Smokey Bear Cartoon
Episode:
Description:
Smokey Bear and friends have an animated way of telling people about the danger of forest fires.
Save
Cancel

2. Fill in the fields on the screen as described below.
    - Channel – Select a channel from the drop-down list if this is a multi-channel installation or leave the default channel selected.
    - File – the file defaults to the playout you selected to play, but you can also select any file from the drop-down list. Metadata, or information about the file, is automatically displayed.

**Offset – Duration or Start Trim – End Trim**

Depending on the schedule settings you chose in Config → Schedule Configuration on page 86, your TelVue server uses either Offset and Duration or Start Trim and End Trim to determine where file playout should start and stop and how long the playout should be.

- **Offset** – The application fills in the content file's offset from the metadata. To change the offset for this playout only, enter a new offset in the form HH:MM:SS. The offset in the playout's metadata remains the same.
- **Duration** – The application fills in the content file's duration from the metadata. To change the duration for this playout only, enter a new duration in the form HH:MM:SS.
- **Calculate Max Duration** – This utility subtracts the offset from the untrimmed length of the file to get the duration without any end trim. Click on the words Calculate Max Duration to use it. If you want the runtime to be less than the max duration, change the entry in the Duration field after calculating the Max Duration.

***Note:*** *If you need to calculate a different offset and duration, there is an example on page 16. To store an offset and duration to be used every time this file is scheduled, edit and save the file's properties.*

- **Start Trim** – The application fills in the content file's start trim from the metadata. To change the start trim for this playout only, enter a new trim in the form HH:MM:SS. To play the file from its beginning, leave this field blank.
- **End Trim** – The application fills in the content file's end trim from the metadata. To change the end trim for this playout only, enter a new trim in the form HH:MM:SS. To end the playout when the file ends, leave this field blank.
- Actual Duration – The original, untrimmed duration of the file. Offset + Runtime = Actual Duration.

***Note:*** *If you need to calculate a different start trim and end trim, there is an example on page 17. To store a start trim and end trim to be used every time this file is scheduled, edit and save the file's properties.*

- Start – Use the Calendar icon or Today icon to select a start date or enter a date in the form MM-DD-YYYY up to one year from today.

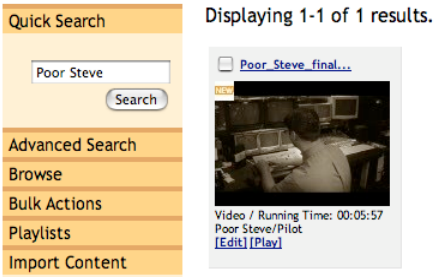
- Time – Enter the start time in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00.
- Play Immediately – To start playout as soon as the Save button is clicked, check this box.
- Day of Week – Check one or more boxes to the right of the day of the week to have the file recur on that day. To play the file every day, click Daily, which will check all the boxes. To uncheck all the boxes, click None. There is a one-year limit on recurring playouts.
- Until Date – Use the Calendar icon or Today icon to select the last day for the recurring playout up to one year from today. If you are playing the file on several days of the week, it will play on the last day up to and including the date you select.

*Optional Program Guide Data*

- Include in Program Guide – normally checked by default for video file types. If you do not want the program guide report to display this playout, such as for a test file, uncheck this box. How you configure categories in the Content Management section of the Config page determines whether this box will be checked by default every time you schedule a playout. For example, if you do not normally want PSAs to appear in your Program Guide, edit the PSA category and set the **Include in Guide Default** field to "No." Then you will not have to uncheck this box every time you schedule a PSA.
- Track Content Metadata – checked by default. If you want any changes you make to the file's metadata, such as a program description, to be automatically tracked in the playout metadata, check this box. Uncheck the box to override the metadata for the selected file and use the metadata you tag for this specific event.
- Program Code – A code that distinguishes what program this is, if program codes are used in your workflow.
- Episode Code – A code that distinguishes what episode of a series this is, if episode codes are used in your workflow.
- Program – If this installation does not use program codes, the name of the program as it would be displayed in the Program Guide.
- Episode – If this installation does not use episode codes, the title of the episode is displayed or entered here as it would be in the Program Guide.
- Description – The detailed description of the content.

3. Click the **Save** button to add the playout to the programming schedule or click the **Cancel** button to return to the Content page without adding the playout.

The server checks for errors. If none are detected, the **Content** page of the newly scheduled playout is displayed.

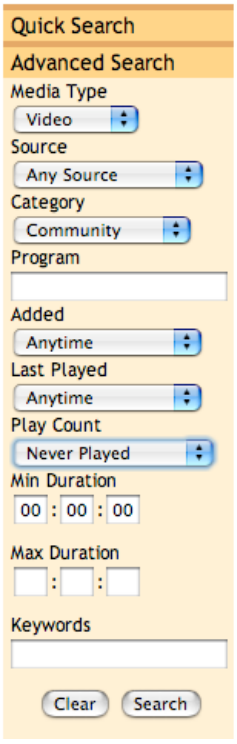



## *Quick Search*

To search for content on the main Content page by keyword, type a keyword or phrase in the Quick Search box and press **Search**. The server will display all available content that matches the search. The keyword may appear as typed in the file name, program, episode name, program or episode code, description, or other content metadata.

## *Advanced Search*

To search for content using specific criteria, such as category or a media type, press the **Advanced Search** tab. Fill in one or more of the boxes.




- **Media Type** – The type of media you want, such an audio file, a video, an overlay, or an image, or any media type.
- **Source** – Select from uploaded, captured, or manually entered content.
- **Category** – Select one of the categories used on your Digital Broadcaster, such as PSA (public service announcements).
- **Program** – Enter the exact program title. If you are not certain of the program title, use the Keywords field.
- **Added** – Select the time period that bests describes when this content was added to your server. Time periods range from 5 minutes ago to 7 days ago. If the content was added more than 7 days ago, select **Anytime**.
- **Last Played** – Select the time period that best describes when the Web Application last played this content. Time periods range from 5 minutes ago to 7 days ago. If the content was played more than 7 days ago, select **Anytime**.
- **Play Count** -- Select the number or range that best describes when the Web Application last played this content. Play counts range from **Never Played** to **Played > 10 times**. If you are uncertain how often the content has been played, select **Any Play Count**.
- **Min Duration** – Enter the minimum duration of the content in hours, minutes, and seconds as it would appear in the content metadata.
- **Max Duration** – Enter the maximum duration of the content in hours, minutes, and seconds as it would appear in the content metadata.
- **Keywords** – Type any keywords that might help identify this content. Keywords can match most metadata including the filename and file path.

Press **Search**. The Web Application displays the content that matches your search terms. If all results of the search are not displayed, select a larger display number (up to 100) from the drop-down list at the top of the page. If you don't see the content you wanted, adjust the selections in one or more categories or press **Clear** to start again. To see all titles again, press **Clear**, then press **Search**.

### *Browse*

To see all content of a specific category, press the **Browse** tab and click on one of the categories from the list. Categories may be customized under the Config tab in the Content section. To stop browsing and display all content again, click on **Quick Search**, clear the search field, and press the **Search** button.

To add a single content file to a category, display the content in Thumbnail view, press the Browse tab, and drag the content thumbnail over the category. The category bar blinks several times.

### *Bulk Actions*

To take action – such as delete or purge – on one or more content files, use the checkboxes to select one or more files – or use the Select All checkbox to select all content on the current page (not necessarily all titles on the system) – and click on the **Bulk Actions** tab on the left side bar of the page. Choose one of the following actions from the drop-down list.

> ***Note:*** *If you used the Search features and want to take bulk action on all search results, use the drop-down list at the top of the page to display all the results (up to 100 titles). This will help prevent you from performing a bulk action on only some of the titles you want.*

- **Purge from Library** – Purging files removes them from the content list, but keeps them on the server and the database. To purge files, select them and click the **Purge** button. The application asks for confirmation. If you are sure you want to purge these titles, click on **Yes (OK)**. The application removes the selected files from the list and unlocks the file on the file system so it can be edited, written, and deleted. Otherwise click on **No (Cancel)**, and the application leaves the content list unchanged. Content that is scheduled or selected as continuity or is part of any playlist cannot be purged.
- **Delete from Library and Filesystem** – Deleting files removes them from the content database and the server. Use this option to remove outdated content from the server. Content that is scheduled or selected as continuity cannot be deleted. To delete files, select them and click the **Delete** button. The application asks for confirmation. If you are sure you want to delete these titles from the database and server, click on **Yes (OK)**. The application removes the selected files from the

list. Otherwise click on **No (Cancel)**, and the application leaves the content list unchanged.

- **Add to Category** – Select a category from the drop-down list and click the **Add** button. The application confirms that the selected titles have been added to the category.
- **Remove from Category** – Select a category from the drop-down list and click the **Remove** button. The application confirms that the selected titles have been removed from the category.
- **Web Media Actions**:

  Web Media actions such as podcasting and vodcasting are available on S-series Archive Servers and C-series encoders. When you select the vodcast or podcast actions, the actual transcode of the source file to mp3 or mp4 happens in the background. The content is not added to the podcast or vodcast RSS feed until the transcode is complete.

  The Vodcast/Podcast feature allows automatic creation of web-friendly mp4 video and mp3 audio clips and the associated RSS feeds so users may subscribe to your programming as syndicated content on the web using standard RSS readers such as iTunes. Once you have configured the Vodcast/Podcast options, transcoding content and adding it to your feed is as simple as 1-click. To configure the encoding settings and feed parameters, go to the Vodcast/Podcast and Transcode Configuration sections of the Config tab.

  The video portal feature allows automatic creation of a searchable web video-on-demand front end. You choose files to post on the portal for your community to browse and view on-demand across the web. The automatically generated video portal may be framed within the context of your own website. For example, you could use a standard HTML I-frame tag. The actual web media files may be served directly off a TelVue S-Series archive server, or the video portal can be configured to serve the files off of a remote host such as provided by a web video hosting/bandwidth provider. Combined with the Vodcast feature, the Web Application can be configured to automatically include all Vodcasted content in the video portal. This lets you generate both a Vodcast RSS feed and a searchable web Video Portal for your content without having to re-enter any metadata or know anything about streaming media, RSS feeds, or web page creation.

  - **Vodcast** – To create an mp4 version of the selected files and add them to the automatically generated vodcast RSS feed, choose the **Vodcast** option and click the **Submit** button. A message saying whether the content was successfully queued for conversion to mp4 is displayed at the top of the screen and you are returned to the Content page. The mp4 files are stored in the vol1/download directory. Optionally the mp4 files may be automatically transferred via FTP to a remote server based on the transcode configuration.
  - **Podcast** – To create an mp3 version of the selected files and add them to the automatically generated podcast RSS feed, choose the **Podcast** option and click the **Submit** button. A message saying whether the content was successfully

queued for mp3 conversion is displayed at the top of the screen and you are returned to the Content page. The mp3 files are stored in the vol1/download directory. Optionally the mp3 files may be automatically transferred via FTP to a remote server based on the transcode configuration.

- **Remove from Vodcast** – To remove the content from the automatically generated vodcast RSS feed, choose **Remove from Vodcast** and click the **Submit** button. This action does not delete the source file or the mp4 file; it only removes the metadata from the RSS feed.
- **Remove from Podcast** – To remove the content from the automatically generated podcast RSS feed, choose **Remove from Podcast** and click the **Submit** button. This action does not delete the source file or the mp3 file; it only removes the metadata from the RSS feed.
- **Include in Portal** – To include the selected content in the searchable video portal, choose the **Include in Portal** option and click the **Submit** button. This action does not create a media file. It uses the content's metadata to add a thumbnail for display. The web media file must already exist on the configured streaming host. Once way to automatically create the video file is via the Vodcast feature with the option to Include All Vodcasts in Portal.
- **Exclude from Portal** – To remove the selected content from the video portal, choose the **Exclude from Portal** option and click the **Submit** button. This does not delete any files, but the content and its metadata will no longer appear in the video portal.

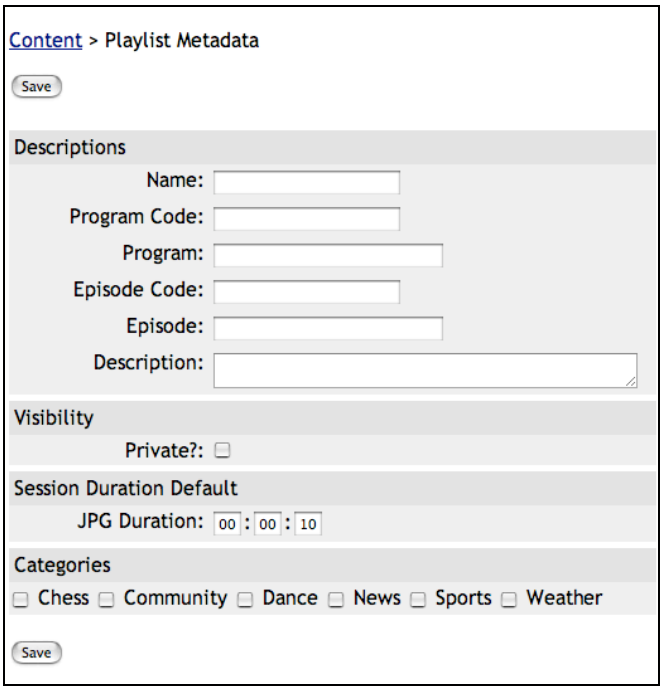
## *Playlists*

A playlist is a list of content that can be scheduled as continuity to play in a looping sequence rather than playing just a single content file as continuity. Playlists cannot be scheduled as programming; they can be used only for continuity.

> ***Note:*** *If you want to replicate a schedule of content to play at certain times, use the Export and Import features on the Programming page.*

### *Create Playlist*

To create a playlist, click the **Create Playlist** button under the Playlists tab on the Content page. A blank Playlist Metadata screen is displayed.




Fill in the playlist metadata fields as needed.

Descriptions

- Name – the name of the playlist.
- Program Code – A code that distinguishes what type of program this is, if program codes are used in this installation.
- Program – The name of the playlist, if this installation does not use program codes.
- Episode Code – A code that distinguishes what episode of a series this is, if episode codes are used in this installation.
- Episode – If this installation does not use episode codes but an episode name applies to this playlist, enter it.
- Description – A brief description of the playlist, such as the type of files it contains.

Visibility

- Private? – If you want this playlist's contents to be invisible to other users, check this box. Private playlists will not even be displayed in the content window for users who do not own them; they will be invisible. However, users with Admin privileges can see all private playlists, even those they do not own.

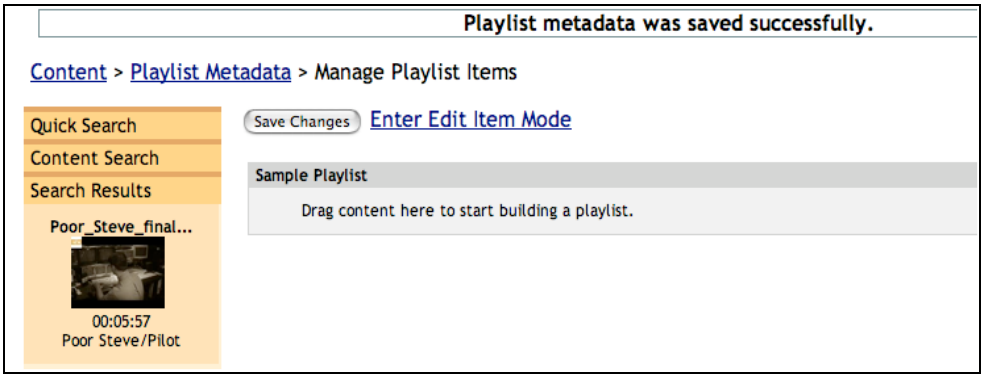
Session Duration Default

- JPG Duration – To change the default jpg duration from the Schedule Config page, enter the desired length of time you want jpg files to play by default in this playlist in HH:MM:SS format.

Categories

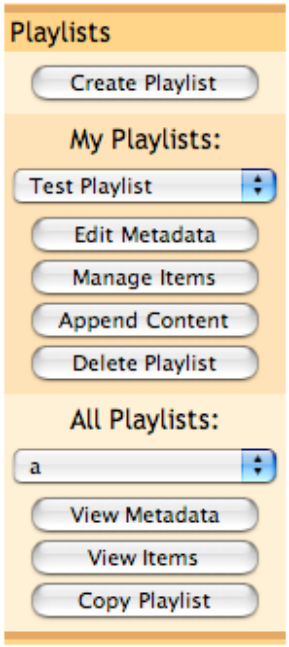
- Select one or more content categories from the list.

When you have finished entering the playlist metadata, click the **Save** button. You now see the Manage Playlist Items screen. See My Playlists: Manage Items for instructions.




## *Playlist Actions*

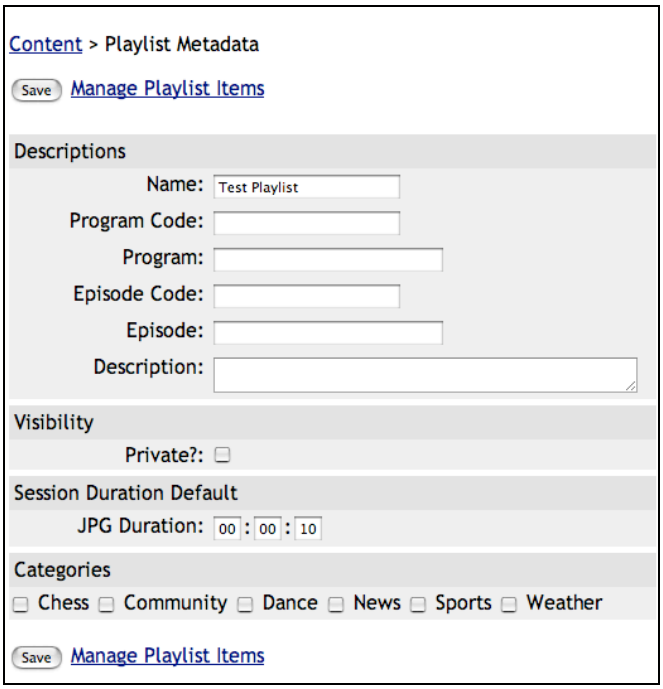
The next two sections under Playlists let you manage playlists and their content. The difference between "My Playlists" and "All Playlists" is that you can edit, manage, append content to, and delete your playlists in the "My Playlists" list that are owned by you, but you can only view and copy playlists in the "All Playlists" list that are owned by other users. Administrators can view and manage all playlists, but other users cannot view private playlists other than their own and can manage only their own playlists.




### *My Playlists: Edit Metadata*

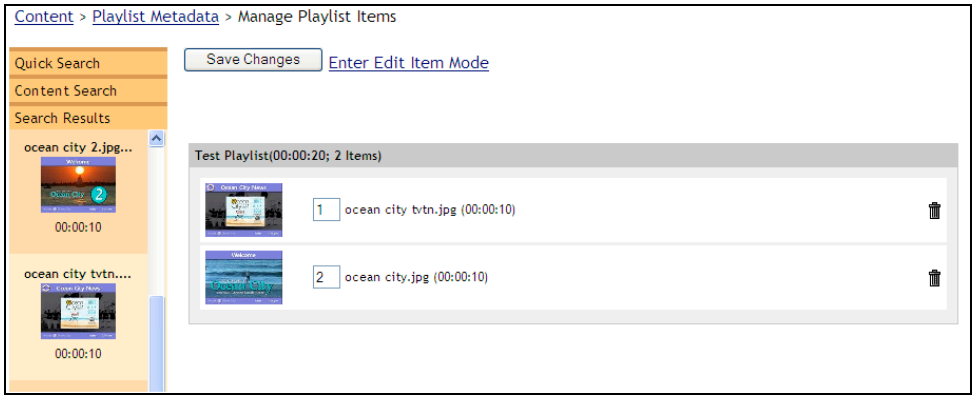
To edit the metadata in a playlist, select the playlist from the drop-down list and click the **Edit Metadata** button. Change the playlist metadata and click the **Save** button. Once you have saved the metadata changes, you can also add or delete items from the playlist by clicking Manage Playlist Items next to the **Save** button.

> ***Note:*** *If this playlist has been set as the continuity file, you cannot edit it. To edit a playlist that is currently set as continuity, copy it, then edit the copy.*




### *My Playlists: Manage Items*

To add, delete, or re-order items from a playlist, select the playlist from the drop-down list and click the **Manage Items** button. The Manage Playlist Items screen is displayed. Use the Search feature to find images by typing *jpg* in the box and clicking the **Search** button.

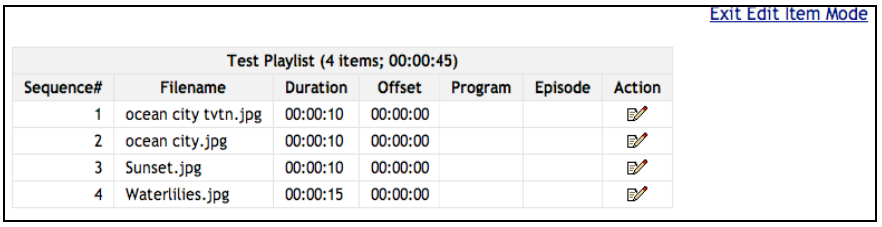



Drag and drop image icons from the Search Results column on the left of the screen to the playlist area. To change the order of items in the playlist, drag the item's icon to the place where you want it or change its number in the box to the right of the icon. To delete an item from the playlist, click its trash icon🗑. When you have finished, click the **Save Changes** button. Click on Content to return to the Content page, Playlist Metadata to edit the metadata for the playlist, or Enter Item Edit Mode to edit individual item details such as the image duration.

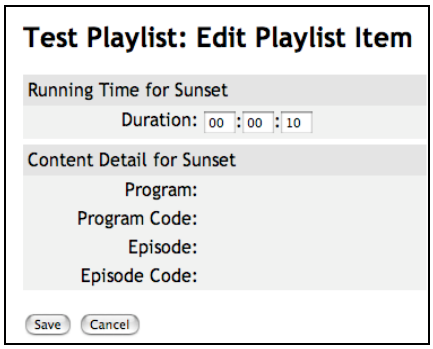
> ***Important:*** *Your playlist changes will only be saved if you click the* ***Save Changes*** *button after making changes.*

### *My Playlists: Manage Items: Enter Item Edit Mode*

Item Edit Mode allows you to see the duration, offset, and content detail for all items in the playlist. To see and edit items, click on Enter Item Edit Mode at the top of the Manage Playlist Items window. The list of items in the playlist is displayed. The top of the table shows how many items are in the playlist and the duration of the entire playlist.


Exit Edit Item Mode
Test Playlist (4 items; 00:00:45)
Sequence# Filename Duration Offset Program Episode Action
1 ocean city tvtn.jpg 00:00:10 00:00:00
2 ocean city.jpg 00:00:10 00:00:00
3 Sunset.jpg 00:00:10 00:00:00
4 Waterlilies.jpg 00:00:15 00:00:00

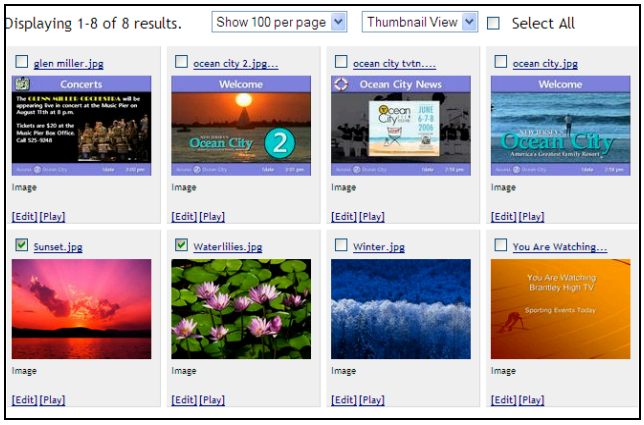
To edit the information for a playlist item, click on its Edit icon in the Action column. The Edit Playlist Item screen is displayed.




You can change the duration of this image in this playlist by entering a new duration in hours, minutes, and seconds. When you have finished, click on Save, or click Cancel to return to Item Edit Mode without making any changes. When you have finished editing items in the playlist, click Exit Edit Item Mode in the upper right corner to return to the Manage Playlist Items screen.

### *My Playlists: Append Content*

To add content to the end of a playlist from the main Content page, check one or more thumbnails to select them.



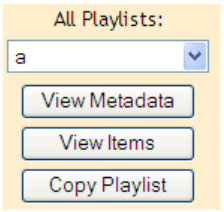

Select the playlist from the drop-down list and click the **Append Content** button. The system asks you confirm; click **OK** to append the content. The new items are added to the end of the playlist and a confirmation message is displayed at the top of the page.

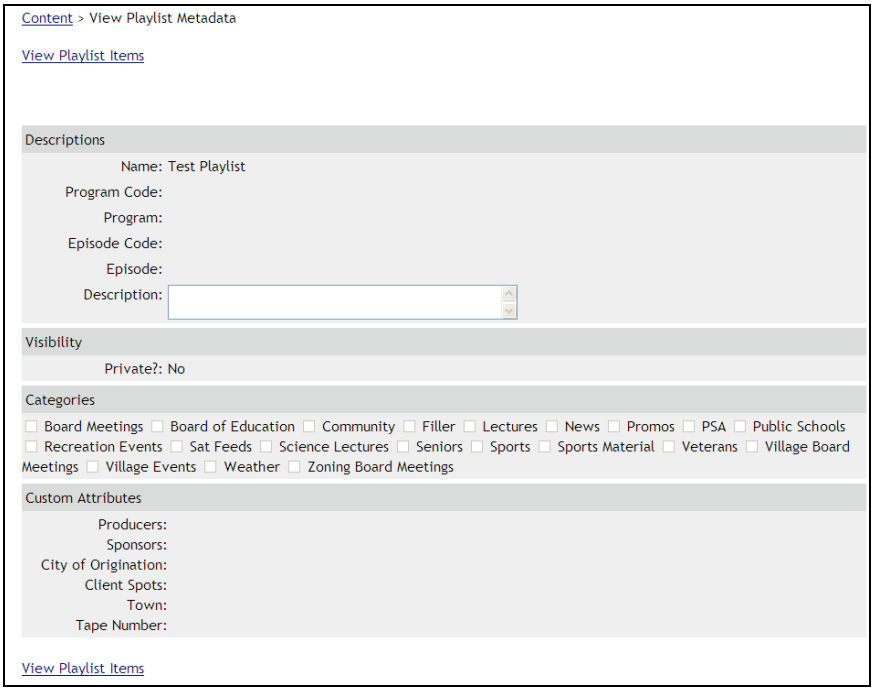
### *My Playlists: Delete Playlist*

To delete a playlist, select it from the My Playlists drop-down list and click the **Delete Playlist** button. The system asks you confirm; click **OK** to delete the playlist.

### *All Playlists: View Metadata*

To see a playlist's metadata, including non-private playlists owned by another user, select the playlist from the drop-down list and click the **View Metadata** button. The metadata screen for the playlist is displayed.

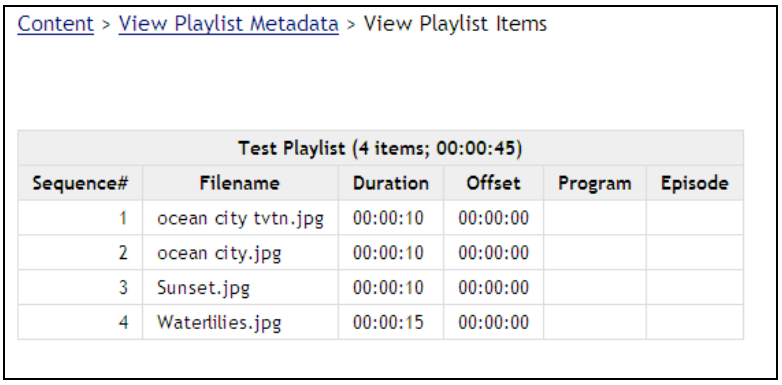


You can view the metadata but you cannot edit it. To return to the Content screen, click the word Content or the Content tab at the top of the page.

### *All Playlists: View Items*

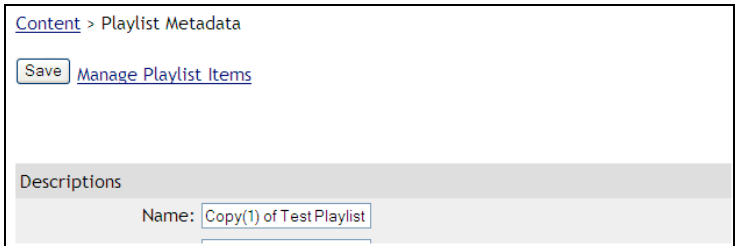
To see the content in a playlist, including non-private playlists owned by another user, select the playlist from the drop-down list and click the **View Items** button. The list of items in the playlist is displayed.


Content > View Playlist Metadata > View Playlist Items
Test Playlist (4 items; 00:00:45)
Sequence# Filename Duration Offset Program Episode
1 ocean city tvtn.jpg 00:00:10 00:00:00
2 ocean city.jpg 00:00:10 00:00:00
3 Sunset.jpg 00:00:10 00:00:00
4 Waterlilies.jpg 00:00:15 00:00:00

You can view the items in the playlist but you cannot edit them. To return to the Content screen, click the word Content or the Content tab at the top of the page.

### *All Playlists: Copy Playlist*

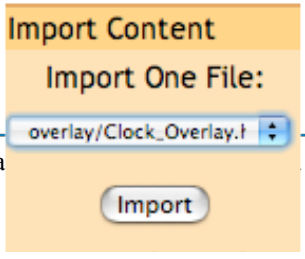
If you want to create a playlist that is similar to one that already exists, start by copying the existing playlist. To copy a playlist, including one owned by another user, select it from the All Playlists drop-down list and click the **Copy Playlist** button. The metadata page for the playlist is displayed, with a new playlist name in the format **Copy(n) of PlaylistName**.




Change the name and any other metadata as you would when creating a playlist. When you have finished, click the **Save** button. To view or change the playlist items, click on Manage Playlist Items. To return to the Content page, click the **Content** tab or on Content at the top of the page.

## *Import Content*

Content that is on the server but has not yet been added to the Digital Broadcaster database is considered readable, writable, and deletable, i.e. the content file can be edited and resaved (written) using other software on your network and can be deleted via standard file management tools. Once the content file has been added to the Digital Broadcaster database, it is



labeled as read-only. It cannot be edited or resaved (written), and can be deleted only via the Web Application content management tools. This fail-safe prevents accidental deletion of a file that is scheduled for playout.

***Note:*** *Any files in the Hidden folder cannot be imported.*

### *Import One File*

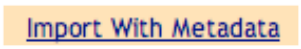
To import one content file at a time, choose the file from the drop-down list and click the **Import** button. The Import Log is displayed, stating whether or not the import was successful. The application also displays the thumbnail or full row for the imported file.

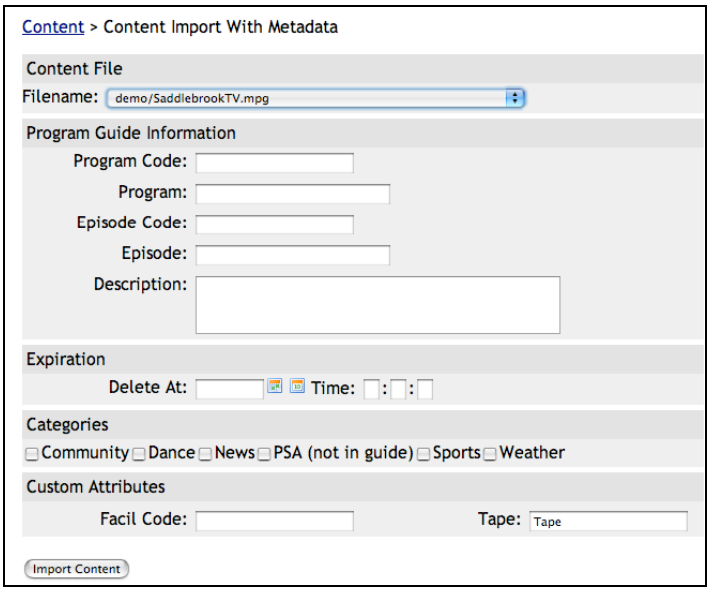
To import more files, select another filename from the drop-down list and click **Import** again.

### *Import with Metadata*

To import a content file and input its metadata at the same time:

1. Click on Import with Metadata on the left side of the Content page.
2. Select a filename from the drop-down list.
3. Fill in the metadata.




- **Program Guide Information**
  - Program Code – A code that distinguishes what type of program this is, if program codes are used in this installation.
  - Program – the name of the program as it would be displayed in the Program Guide.
  - Episode Code – A code that distinguishes what episode of a series this is, if episode codes are used in this installation.

- Episode – If the file is part of a series and each episode has a name, it is displayed here as it would be in the Program Guide.
- Description – Type a detailed description of the content.

- **Expiration**
  - If you want to remove the content from the application at a specific date and time, enter them in the boxes. Otherwise the content will remain on the server until you schedule a deletion. For example, when importing winter-themed content you might schedule its deletion for the first day of spring.
- **Categories**
  - Select one or more event categories from the list.
- **Custom Attributes**
  - If you created any custom attributes for your content metadata, fill them in.

Click on **Import Content** at the bottom of the window. The application displays the Import Log and tells whether the content imported successfully.

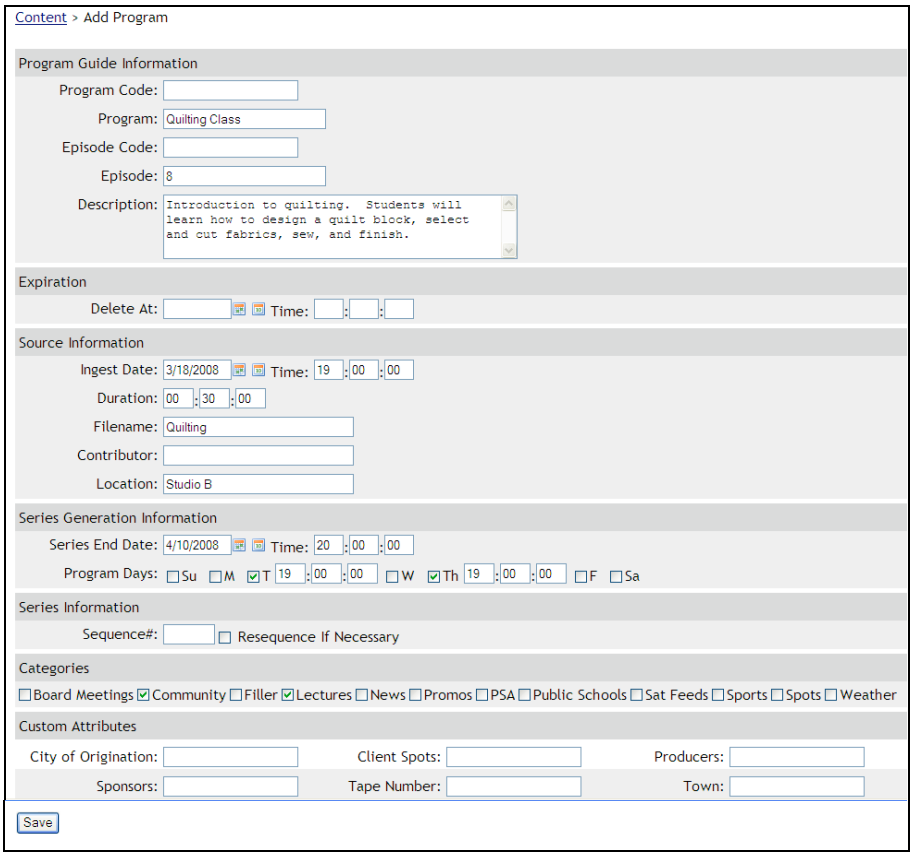
To import more content with metadata, click on Back. To return to the Content screen, click on Content at the top of the **Content Import With Metadata** screen or click on the **Content** tab.

To edit file information or schedule the file, click the [Edit] or [Play] links.

To locate recently imported content that might need updates to its metadata, use the Advanced Search feature and filter for recently added content.

### *Add Program*

Use the Add Program feature to make placeholders for programs that you want to schedule but do not actually have yet. For example, you might want to schedule the zoning board meeting to play several times over the next month, but the meeting won't be recorded until tonight. Programming that has been scheduled but is not yet on the server is called "unattached content" and its thumbnail is a TBD. To make this placeholder for unattached content, click on Add Program on the left side of the Content page. The **Add Program** screen is displayed.


Content › Add Program
Program Guide Information
Program Code:
Program: Quilting Class
Episode Code:
Episode: 8
Description: Introduction to quilting. Students will learn how to design a quilt block, select and cut fabrics, sew, and finish.
Expiration
Delete At: Time:
Source Information
Ingest Date: 3/18/2008 Time: 19 :00 :00
Duration: 00 :30 :00
Filename: Quilting
Contributor:
Location: Studio B
Series Generation Information
Series End Date: 4/10/2008 Time: 20 :00 :00
Program Days: Su M T 19 :00 :00 W Th 19 :00 :00 F Sa
Series Information
Sequence#: Resequence If Necessary
Categories
Board Meetings Community Filler Lectures News Promos PSA Public Schools Sat Feeds Sports Spots Weather
Custom Attributes
City of Origination: Client Spots: Producers:
Sponsors: Tape Number: Town:
Save

Fill in the fields with information about the program.

- **Program Guide Information**
  - Program Code – A code that distinguishes what type of program this is, if program codes are used in this installation.
  - Program – *Required unless program codes are in use*. The placeholder for the program. This is the name that will display in the Program Guide.
  - Episode Code – A code that distinguishes what episode of a series this is, if episode codes are used in this installation.
  - Episode – *Required unless episode codes are in use*. If the file is part of a series and each episode has a name, it is displayed here as it would be in the Program Guide.
  - Description – Type a detailed description of the content.
- **Expiration**
  - If you want to remove the content from the application at a specific date and time, enter them in the boxes. Otherwise the content will remain on the server until you schedule a deletion. For example, when importing winter-themed content you might schedule its deletion for the first day of spring.

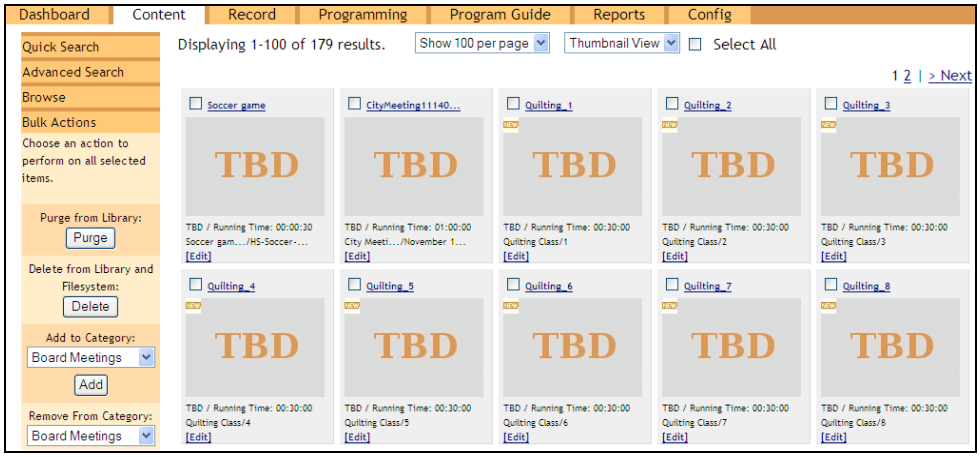
- **Source Information**
  - Ingest Date and Time – *Required*. For content that has been scheduled pending its arrival, enter the date and time the content file is to be brought onto the server. To set an auto ingest date, type a date in the form MM-DD-YYYY or click on the Calendar icon or Today icon to choose a date up to one year from now.
  - Duration – *Required*. Enter the expected duration of the content in the form HH:MM:SS.
  - Filename – *Required*. Enter the filename of the content.
  - Contributor – *Required if* ***Require Contributor for Unattached Content*** *is checked in Configuration → Content Settings*. The name of the person, company, or other entity that supplied this content.
  - Location – *Required if* ***Require Location for Unattached Content*** *is checked in Configuration → Content Settings*. Title of the location where the content was created, such as *Studio B*. This is not a shortcut to the location. The field can be used to specify a particular networked encoder for program placeholders to be populated by an encoding event on a remote C-series encoder.
- **Series Generation Information**

  This section creates a placeholder for each time you schedule this program. For example, if you scheduled a program named *parade* to playout on Monday and Wednesday for the next four weeks, the UI will make 8 placeholders called *parade_1.mpg*, *parade_2.mpg*, through *parade _8.mpg* on the Content page.
  - Series End Date and Time – Enter the date and time at which the content file is to be brought onto the server. Enter the date in the form MM-DD-YYYY or click on the Calendar icon or Today icon to choose a date up to one year from now. Enter the time in the form HH:MM:SS or leave it blank to have the series end at midnight.
  - Program Days – Check one or more boxes for the day(s) you want to schedule the program. The UI fills in the time for the program to air. You can change the time if necessary, as long as it is later than the ingest time.
- **Series Information**

  If you have previously generated a series and want to add one episode to it, fill in this section. You cannot enter information here if you are creating a series using the Series Generation Information section.
  - Sequence Number – Enter this content file's order in the series. For example, if it is the fourth episode, enter 4.
  - Resequence if Necessary – If you want the software to insert this episode and renumber the episodes after it, check this box. Otherwise, if you enter a sequence number that already exists, you will get an error.

- **Categories**
  - Select one or more event categories from the list, such as PSA (public service announcements).
- **Custom Attributes**
  - If your installation uses custom attributes they are displayed here. To set custom attributes go to Configuration ➔ Content Management ➔ custom content metadata fields to reach the Metadata Setup screen.

When you have finished, click the **Submit** button. The Add Program screen is redisplayed, either with a message saying the program or series was added successfully or an error message. If you need to correct anything, enter the information and click the **Submit** button again. To return to the Content page, click the **Content** tab. A thumbnail for each placeholder is displayed with the others.




The **Add Program** function does not capture or import the content. Use the Record tab or your installation's encoding equipment to capture content. Use the **Import** feature on the Content tab to import content onto the TelVue server.

### *RSS Feed*

The RSS feed RSS 2.0 button on the left side of the Content page is a quick link to information on the content on your server. The actual display depends on the browser you are using, and may include:

- Content filename, typically with a link to the Show Content page as described on page 11.
- File duration.
- Date and time the content record was last updated.
- Content categories.

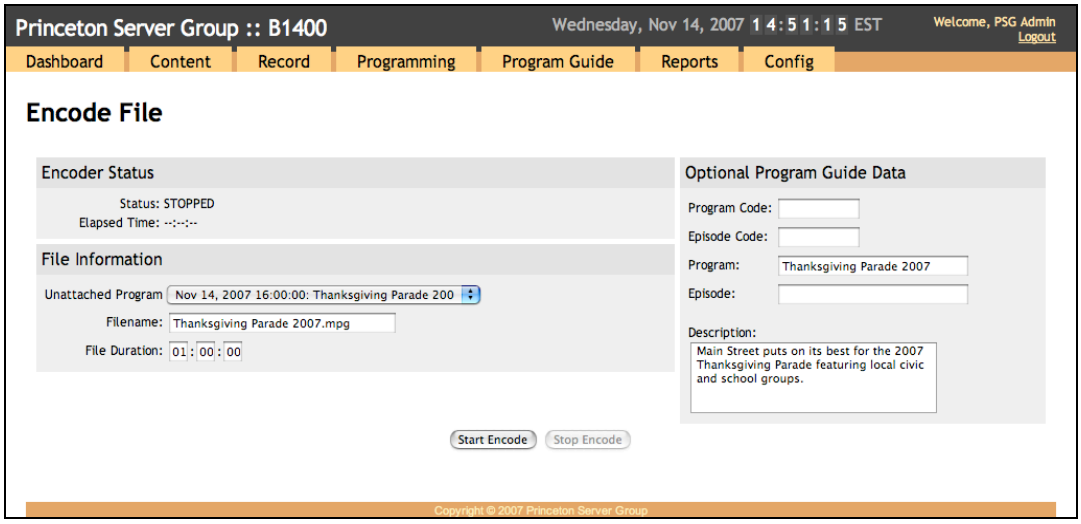
To return to the User Interface, click on your browser's **Back** button.

### *Export*

To export the content list as a file named psg_content.csv, click the **Export** icon on the left side of the Content page. If your filesystem permits, you may rename the file. This file includes the filename and duration of all the content on your server. Some installations find it helpful to have a list of what is on their server. Others sort the psg_content.csv file by duration so they can quickly find content that can fill programming gaps.

# Record

If your Digital Broadcaster includes the encoder module or a digital encoder device, the Record page allows you to encode files for future playout or capture them to your media library. It also shows you the real-time status of the active encode or capture. This page essentially acts like a simple VCR control for the capture device.




## *Field Descriptions*

- **Encoder Status –** shows the state of the encoder. Possible states include:
  - STOPPED – the encoder is not currently recording.
  - STARTED – the encoder is currently recording.
  - PAUSED (where available) – the encoder has stopped recording because the operator pressed the **Pause Encode** button.
  - ERROR – the Web Application has detected a problem with the encode. Look at the top of the screen for a description of the error.
- **Elapsed Time** – if the encoder is recording, the amount of time it has been encoding, in hours, minutes, and seconds.
- **File Information**
  - **Unattached Program** – If you have created a placeholder on the Content page for the program you want to record, select it from the drop-down list.
  - **Filename** – If you are not using a placeholder name, enter a name for the file to be encoded. Filenames must be unique on the server.
  - **File Duration** – the duration of the capture in hours, minutes, and seconds (HH:MM:SS). If left blank or set to 00:00:00, the encode will default to 23:59:59. You may stop the encode and save the file at that point at any time by clicking on the **Stop Encode** button.

- **Pause Encode** – To stop an encode in progress click **Pause Encode**. The Elapsed Time continues to tick. When you unpause, the encode continues only for the elapsed time, so the file length will be shorter. If your server has the USB encoder, it does not support Pause. Other encoders such as the C1000 and Argus support Pause.

## *Closed Captioning*

The Digital Broadcaster includes closed captioning (CC) during encoding according to the type of encoder card in use. For example:

- Argus 200 cards capture DVD CC.
- Argus 250 cards with Composite/Component Input capture CC 608 Line 21.

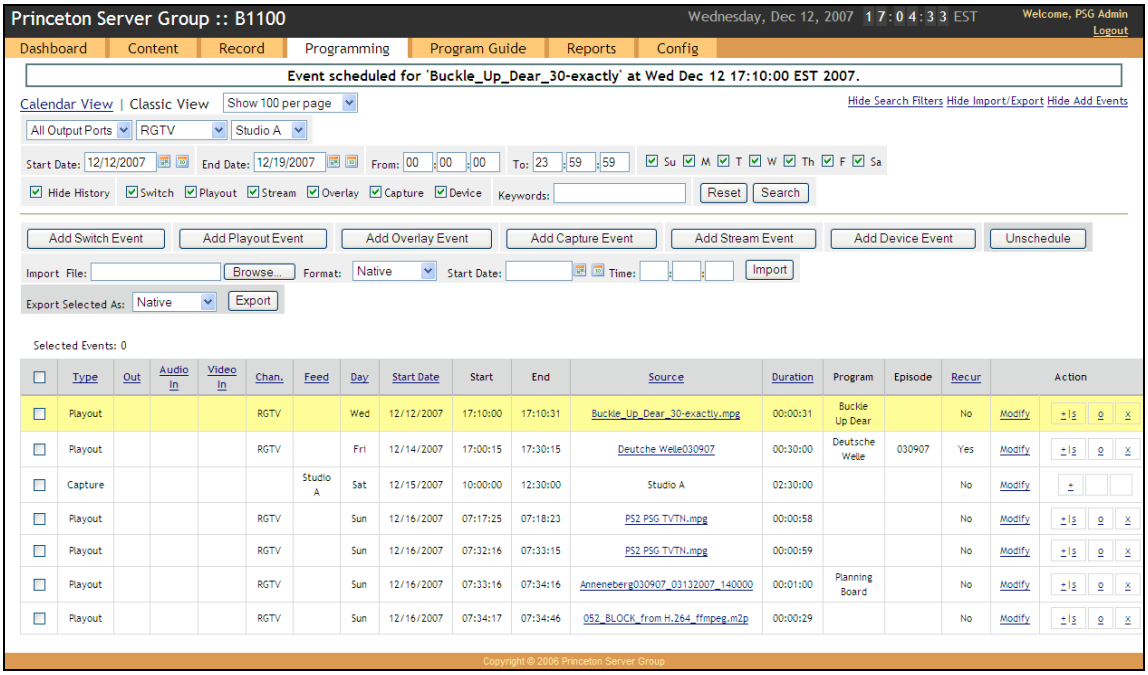
Closed captioning is not set via the User Interface.

# Programming

The Programming page shows both historical and pending events and allows you to manage the schedule. Use this page to schedule playout, switch, capture, stream, device, and graphic overlay events up to one year from today's date. There are two programming views: Calendar and Classic.

## *Classic View*

The default programming view is Classic View, which displays all events in table format. By default, 100 events are displayed per page in chronological order. Use the drop-down list at the top of the page to display 10 – 1,000 programming events on the page.




**Colors–** the events list is color-coded for readability.

- Gray – historical data. Events that have already been played are part of the history, and appear with gray backgrounds. They can be viewed but not changed.
- Scheduled (no color) – the event has been scheduled.
- Green – the active event, such as a playout that is currently playing.
- Yellow – the event you just scheduled.

## *Field Descriptions*

To sort on any of the hyperlinked fields, click on the underlined hyperlink at the top of the column.

☐***(Checkbox)*** *– allows you to choose one or more events for an action by checking the box. To deselect an event, click in the checked box to "uncheck" it. To select all events on the page (not necessarily all titles on the system), click the checkbox in the top header; all events on the page will be automatically selected.*

*Note: To select all content in your system (up to 1,000 titles), first choose* ***Show 1000 per page*** *from the drop-down box next to the words* ***Classic View****. Then click in the checkbox in the top header.*

- **Type** – shows whether this is a switch, capture, overlay, playout, stream, or device event.
- **Out** – the switch output port for a switch event.
- **In** – the A/V input port for a switch event. If breakaway is enabled, the "Audio In" and "Video In" columns are displayed.
- **Chan** – the server output channel on which this event will occur.
- **Feed** – the server input feed for this event, such as a capture.
- **Day –** the day of the week for which this event is scheduled.
- **Start Date –** the date on which this event is scheduled to begin in the form MM/DD/YYYY.
- **Start –** the time of day this event is scheduled to begin, in 24-hour format.
- **End –** the time of day this event is scheduled to end, in 24-hour format. If an event runs past midnight on its start date, its end time will appear to be earlier than its start time.
- **Source –** the name of the file for playouts and overlays. For captures and stream events the source is the feed. For device events the source is the event name. For switch events the source is the video input.
- **Duration –** the duration of this event in hours, minutes, and seconds.
- **Program or Program Code** – the program name or code from the event's metadata.
- **Episode or Episode Code** – the episode name or code from the event's metadata.
- **Recur –** if the event is a recurring event this field will display "Yes", otherwise it will display "No".
- **Action –** lists the actions available for the event:
    - Modify – allows you to change the parameters of the event.
    - + ("Plus") – allows you to schedule an event of the same type immediately after this one. The + link exists for an event as long as there is a time gap between that event and the next playout or stream event.
    - p ("Playout") – allows you to schedule a playout event after this event. The p link is displayed as long as there is room in the schedule for a playout between this event and the next event that will play through the server.

- s ("Stream") – allows you to schedule a stream event after this event. The s link is displayed as long as there is room in the schedule for a stream event between this event and the next event that will play through the server.
- o ("Overlay") – allows you to select an overlay graphic to play on the screen with a playout or stream event. Sample overlays are included with the Digital Broadcaster. Only videos played through the Digital Broadcaster can be overlaid.
- x ("Cross") – allows you to add another type of event immediately after this one by crossing from playout to switch, or switch to playout.

### *Display Options*

The Classic View of the Programming page offers display options to control how many events appear on the page at once.

- **Calendar View** – To see the Programming page in Calendar View, click on the words Calendar View at the top left of the page. Calendar View lets you schedule playout events by dragging and dropping icons onto a calendar.
- **Show** – To select how many events to display on the page, choose 10, 20, 50, 100, 500, or 1000 from the drop-down list.

### *Search Filters*

The programming list may be filtered in several ways, using the drop-down lists and checkboxes in the Search Filters section. To display a set of events, use the filters to set your search criteria, then press the **Search** button at the end of the second row of search filters.

To suppress the search filters so you cannot see them on the page, click on Hide Search Filters in the upper right corner of the page.

- **Output** – allows you to select the switch A/V output on which to filter. Select one output or all output ports.
- **Channel** – allows you to select the server channel on which to filter. Select one channel or all channels.
- **Feed** – allows you to select the encoder feed on which to filter. This filter is available only in systems with an onboard MPEG Encoder or capture capability such as DVB-ASI. Select one feed or all feeds.
- **Start Date –** to see a different start date up to one year from now for the programming list, click on the **Calendar** icon or **Today** icon or type in a date in the form MM/DD/YYYY.
- **End Date –** to see a different end date up to one year from now for the programming list, click on the **Calendar** icon or **Today** icon or type in a date in the form MM/DD/YYYY.
- **From** – the earliest time of the day you want to see. To see events starting after midnight (00:00:00) type the time in the boxes using 24-hour format.

- **To** – the latest time of the day you want to see. To see events ending before 11:59 PM (23:59:59), type the time in the boxes using 24-hour format.
- **Day of the Week** – to display events beginning on some days of the week but not others, check or uncheck the boxes as needed. For example, to display weekend events, check the **Su** and **Sa** boxes and uncheck the others.
- **Hide History** – to suppress the display of events that have already occurred, beginning with the start date and time, check this box. To see events that have already occurred, uncheck the box.
- **Switch** – To hide switch events, uncheck the Switch box. This box appears only in systems with a video switch.
- **Playout** – To hide playout events, uncheck the Playout box.
- **Overlay** – To hide overlay events, uncheck the Overlay box. This box only appears in systems with overlay capability.
- **Capture** – To hide capture events, uncheck the Capture box. This box appears only in systems with an onboard MPEG Encoder or capture capability such as DVB-ASI.
- **Keywords** – to filter for programming that contains certain words in the filename or metadata, type the word or words in the box.
- **Reset** – to return to the defaults for all search filters, click the **Reset** button.

### *Event Functions*

Below the Search Filters is a row of buttons that let you add events. You can add switch, stream, or device events, playouts, overlays, or captures.

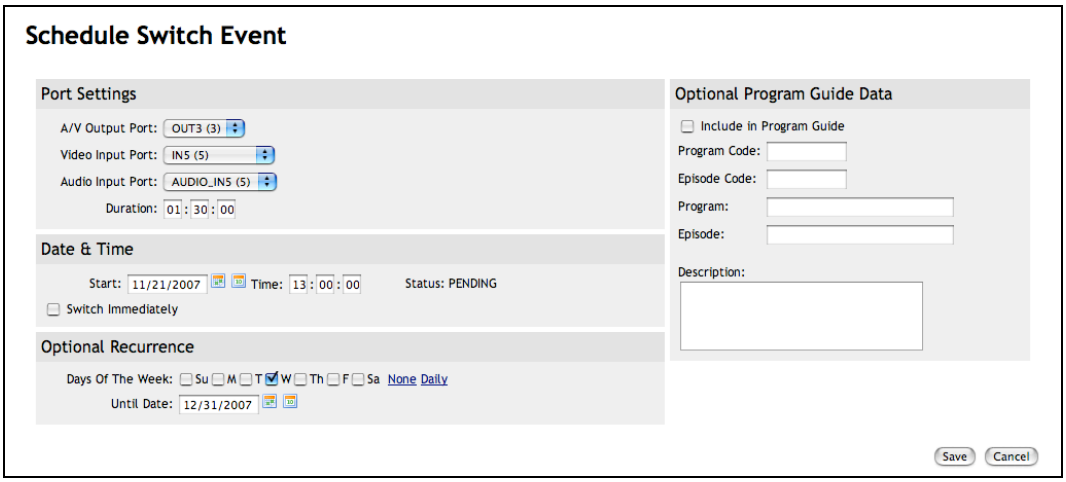
### *Programming Functions: Add Switch Event*

If this Digital Broadcaster has been configured to control a video switch, you can schedule switch events. You might schedule a switch event to broadcast from a live feed or to play a bulletin board.

> ***Note:*** *Manually switching by pressing the buttons on the switch panel or clicking on lock for that switch output on the Dashboard overrides programmed switch events. The TelVue software polls the switch 1 second before a scheduled switch event. If the switch has been manually switched away, the scheduled switch event will be postponed until you unlock the switch by pressing the buttons on the switch panel or going to the Dashboard and clicking on unlock for that switch output.*

To schedule a switch event from the Programming page, use the **Add Switch Event** button and enter information about the date and time.

1. On the Dashboard, make sure the output port you plan to use is unlocked.
2. On the Programming page, click the **Add Switch Event** button. The **Schedule Switch Event** page is displayed.




3. Fill in the fields on the screen as described below.

*Port Settings*

- **A/V Output Port** – Select a switch output port from the drop-down list.
- **A/V Input Port** – Select a switch input port from the drop-down list. If your switch supports disabling an output select none to turn off the output. If breakaway is enabled, separate drop-down lists for video input port and audio input port are displayed as shown in the illustration.
- **Duration** – optional, however, a duration is recommended so the switch will return home when the event ends. Enter the time you want the switch event to last in HH:MM:SS format. Entering a duration also enables conflict checking on the specified output port for the duration of the event. If you enter 00:00:00 the output will remain switched away until you change it. If you previously ran a switch event with 0 duration that switched away from the home port, you can schedule a 0 duration switch event to the home port to resume normal operation.

*Date & Time*

- **Start** – Use the **Calendar** icon to select a date up to one year from now for the switch event or click on the **Today** icon to insert today's date.
- **Time** – Enter a start time in HH:MM format using 24-hour time. For example, 1:00 PM is 13:00:00.
- **Switch Immediately** – To start the switch event as soon as the **Save** button is clicked, check this box.

*Optional Recurrence*

If you want to schedule this switch event for the same time on certain days of the week, complete this section.

- **Days of the Week** – Check one or more boxes to the right of the day of the week to make the switch on that day. To switch every day, click **Daily**, which

will check all the boxes. To uncheck all the boxes, click on **None**. There is a one-year limit on scheduling recurring events.

- **Until Date** – Use the **Calendar** icon or **Today** icon to select the last day for the switch event to recur, up to one year from today. If you are switching on several days of the week, the switch will occur on the last day up to and including the date you select.

### *Optional Program Guide Data*

Enter metadata for switch events that correspond to on-air programs to be included in the Program Guide.

- **Include in Program Guide** – checked by default. If you do not want the automatically generated program guide to display this event, uncheck this box.
- **Program Code** – the code for this program, if used. A switch event need not have a Program Code.
- **Episode Code** – the code for this episode, if applicable.
- **Program** – The name of the program as it would be displayed in the Program Guide. If you need to change it (for example, to correct a misspelling), click in the box and type the changes.
- **Episode** – If the file is part of a program series and each episode has a name, it is displayed here. If you need to change it (for example, to correct a misspelling), click in the box and type the changes.
- **Description** – A synopsis of the event as it would be displayed in a detailed program guide or for a search. If you need to change it (for example, to correct a misspelling), click in the box and type the changes.

4. Click the **Save** button to add the switch event to the schedule.
5. The server checks for errors. If none are detected, the **Programming** page is displayed with the new switch event on the list.

For information on scheduling live switch events whose actual duration can vary, please see the **Typical Use Cases** section of this manual.

## *Programming Functions: Add Playout Event*

To schedule a single or recurring playout from the Programming page, use the **Add Playout Event** button and enter the playout's information.

1. On the Programming page, click the **Add Playout Event** button. The Schedule Playout page is displayed.

2. Fill in the fields on the screen as described below.

*Channel & Content*

- **Channel** – If this is a multi-channel installation select a channel from the drop-down list. If this is a single-channel installation the channel will already be selected.
- **File** – Select any file from the drop-down list. Metadata, or information about the file, is automatically displayed.

**Offset – Duration or Start Trim – End Trim**

Depending on the schedule settings you chose in Config → Schedule Configuration, your TelVue server uses either Offset and Duration or Start Trim and End Trim to determine where file playout should start and stop and how long the playout should be.

- **Offset** – The application fills in the content file's duration from the metadata. To change the offset for this playout only, enter a new offset in the form HH:MM:SS. The offset in the playout's metadata remains the same.
- **Duration** – The application fills in the content file's duration from the metadata. To change the duration for this playout only, enter a new duration in the form HH:MM:SS.
- **Calculate Max Duration** – This utility subtracts the offset from the untrimmed length of the file to get the duration without any end trim. Click on the words Calculate Max Duration to use it. If you want the runtime to be less than the max duration, change the entry in the Duration field after calculating the Max Duration.

***Note:*** *To store an offset and duration to be used every time this file is scheduled, edit and save the file's properties.*

- **Start Trim** – The application fills in the content file's start trim from the metadata. To change the start trim for this playout only, enter a new trim in the form HH:MM:SS. To play the file from its beginning, leave this field blank.

- **End Trim** – The application fills in the content file's end trim from the metadata. To change the end trim for this playout only, enter a new trim in the form HH:MM:SS. To end the playout when the file ends, leave this field blank.
- **Actual Duration** – The original, untrimmed duration of the file. Offset + Duration = Actual Duration.

***Note:*** *To store a start trim and end trim to be used every time this file is scheduled, edit and save the file's properties.*

### *Date & Time*

- **Start** – Use the **Calendar** icon or **Today** icon to select a start date or enter a date in the form MM-DD-YYYY up to one year from today.
- **Time** – Enter the start time in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00.
- **Play Immediately** – To start playout as soon as the **Save** button is clicked, check this box.

### *Optional Recurrence*

- **Day of Week** – Check one or more boxes to the right of the day of the week to have the file play on that day at the specified time. To play the file every day, click **Daily**, which will check all the boxes. To uncheck all the boxes, click **None**. There is a one-year limit on recurring playouts.
- **Until Date** – Use the **Calendar** icon or **Today** icon to select the last day for the recurring playout. If you are playing the file on several days of the week, it will play on the last day up to and including the date you select. There is a one-year limit on recurring playouts.

### *Optional Program Guide Data*

- **Include in Program Guide** – checked by default. If you do not want the program guide report to display this playout, such as for a test file, uncheck this box.
- **Track Content Metadata** – checked by default. If the box is checked, the schedule will use the metadata stored for this content file. Uncheck the box to override the metadata for the selected file.
- **Program Code** –A code that distinguishes what type of program this is, if program codes are used in this installation.
- **Episode Code** –A code that distinguishes what episode of a series this is, if episode names are used in this installation.
- **Program** – If this installation does not use program codes, the name of the program.
- **Episode** – (when episode codes are not used) If the file is part of a series and each episode has a name, it is displayed here.

- **Description** – Type a detailed description of the content.

3. Click the **Save** button to add the playout to the schedule.
4. The server checks for errors. If none are detected, the Programming page is displayed with the new entry.

## *Programming Functions: Add Overlay*

If this server has been configured to support graphic overlays, use this action to schedule the overlays. From the Programming page, click the **Add Overlay Event** button and enter information about the date and time. TelVue includes a number of sample overlays. Guidelines for using them are provided in the Utilities section of this manual.

1. On the **Programming** page, click the **Add Overlay Event** button. The **Schedule Overlay** page is displayed.

2. Fill in the fields on the screen as described below.

### *Channel & Content*

- **Channel** – Select a channel from the drop-down list.
- **File** – Select an overlay file from the drop-down list.
- **Position** – Enter the x-axis and y-axis coordinates for the placement of the overlay on the screen.
  - **Typical range of x** – 0 to 630 pixels, left to right
  - **Typical range of y** – 0 to 430 pixels, top to bottom

  Different authors specify the x- and y-positions differently in overlay files. Test overlay files with the default x- and y-positions. After you have viewed an overlay you will know whether you need to adjust the position.
- **Alpha Blend** – Enter an integer from 1 – 255 to specify how much the overlay should blend into the playout. The lower the number, the fainter the

overlay will appear on the screen. If the Chroma Key below is set, the Alpha Blend cannot be set.

- **Chroma Key** – To remove a color from the graphic overlay, select it from the drop-down list. If the Alpha Blend above is set, the Chroma Key cannot be set.
- **Duration** – The duration defaults to the setting in Config. If you want to change it, enter a new duration in hours, minutes, and seconds (HH:MM:SS).

*Date & Time*

- **Start** – Use the **Calendar** icon to select a date for the overlay event up to one year from now or click on the **Today** icon to insert today's date.
- **Time** – Enter a start time in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00. TelVue recommends allowing at least 10 seconds between the end of one overlay and the start of the next.
- **Play Immediately** – To start the overlay as soon as you click the **Save** button, check this box. TelVue recommends allowing at least 10 seconds between the end of one overlay and the start of the next, so make sure another overlay is not already playing if you want to play this one immediately.

*Optional Recurrence*

- **Day of Week** – To run the overlay on certain days of the week at the scheduled time, check one or more boxes to the right of the **Day of Week**. To run the overlay every day, click **Daily**, which will check all the boxes. To uncheck all the boxes, click **None**. There is a one-year limit on scheduling recurring events.
- **Until Date** – Use the **Calendar** icon or **Today** icon to select the last day for the overlay event to recur. If you run the overlay on several days of the week, the overlay event will occur on the last day up to and including the date you select. There is a one-year limit on scheduling recurring events.

*Optional Program Guide Data*

- **Include in Program Guide** – To list the overlay in the program guide, check this box.
- **Track Content Metadata** – This box is checked by default. To override the metadata for this playout of the overlay only, uncheck the box and type in the metadata.
- **Title** – The name of the overlay. If you track the metadata, the application displays the title.
- **Description** – A synopsis of what the overlay file is. If you track the metadata, the application displays the synopsis that comes with the overlay file.

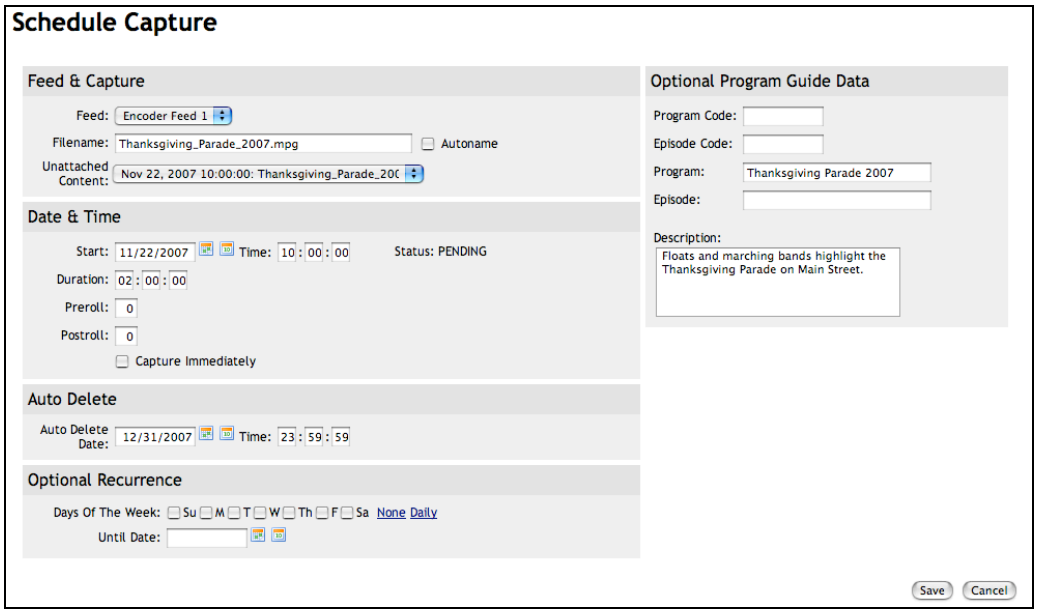
3. Click the **Save** button to add the overlay to the schedule.

4. The server checks for errors. If none are detected, the **Programming** page is displayed with the new overlay.

## *Programming Functions: Add Capture Event*

The Add Capture Event feature is available only at installations with an onboard MPEG Encoder. Use this action to set up the captures. From the Programming page, click the **Add Capture Event** button and enter information about the date and time.

1. On the **Programming** page, click the **Add Capture Event** button. The **Schedule Capture** page is displayed.




2. Fill in the fields on the screen as described below.

### *Feed & Capture*

The *Feed & Capture* section is displayed only in systems with an onboard MPEG Encoder.

- **Feed –** Select a feed from the drop-down list.
- **Filename –** Enter a name for the captured file.
- **Autoname –** To name the captured file automatically with the feed name and date and time of capture, check this box.
- **Unattached Content –** If you have already scheduled a TBD placeholder for this content, select the date and title from the drop-down list. The default is the TBD event closest to the current date and time.

### *Date & Time*

- **Start –** Use the **Calendar** icon to select a date for the capture to begin up to one year from now or click on the **Today** icon to insert today's date.

- **Time –** Enter a start time for the capture in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00.
- **Duration –** Set the total time for the capture in hours, minutes, and seconds (HH:MM:SS).
- **Preroll –** Enter the number of seconds before the beginning of the capture time to start capture, if desired. For example, a one-hour capture beginning at 3:00 AM with a 5-second preroll will actually capture from 2:59:55 – 4:00:00.
- **Postroll –** Enter the number of seconds after the end of the capture time to end capture, if desired. For example, a one-hour capture beginning at 3:00 AM with a 5-second postroll will actually capture from 3:00:00 – 4:00:05.
- **Capture Immediately –** To start the capture as soon as the **Save** button is clicked, check this box.

### *Auto Delete*

- **Auto Delete Date –** To set a date for the captured file to be deleted from the server, use the **Calendar** icon to select a date or click on the **Today** icon to insert today's date.
- **Time –** Enter a deletion time for the captured file in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00. The default is midnight.

### *Optional Recurrence*

- **Day of Week** – Check one or more boxes to the left of the day of the week to repeat the capture on that day. To capture video every day, click **Daily**, which will check all the boxes. To uncheck all the boxes, click **None**. There is a one-year limit on scheduling captures.
- **Until Date –** Use the **Calendar** icon or **Today** icon to select the last day for the capture to recur up to one year from today. If you plan to capture video on several days of the week, the capture will occur up to and including the date you select.

### *Optional Program Guide Data*

This program guide data will become the metadata for the capture.

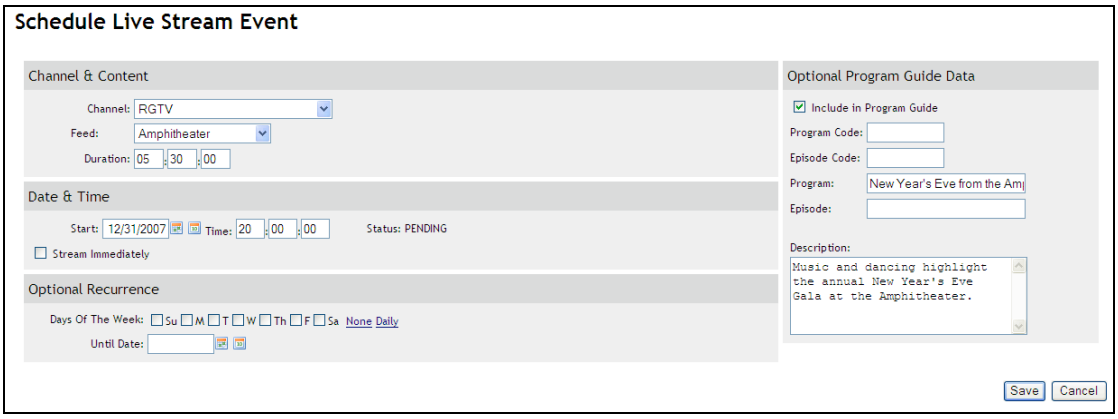
- **Program Code** – Enter a code that distinguishes what program this is, if program codes are used in this installation.
- **Episode Code** – Enter a code that distinguishes what episode of a series this is, if episode codes are used in this installation.
- **Program** – If this installation does not use program codes, enter the name of the program.
- **Episode** – Enter the name of the episode, if applicable.
- **Description** – Enter a detailed description of the capture.

3. Click the **Save** button to add the capture to the schedule.
4. The server checks for errors. If none are detected, the **Programming** page is displayed with the new capture.

## *Programming Functions: Add Stream Event*

The Add Live Stream Event feature is available only at installations that are configured for streaming. From the Programming page, click the **Add Stream Event** button and enter information about the date and time.

1. On the **Programming** page, click the **Add Stream Event** button. The **Schedule Live Stream Event** page is displayed.




2. Fill in the fields on the screen as described below.

### *Channel & Content*

- **Channel** – Select a channel from the drop-down list.
- **Feed –** Select a feed from the drop-down list.
- **Duration** – Fill in the time you want to stream from the channel in hours, minutes, and seconds (HH:MM:SS).

### *Date & Time*

- **Start –** Use the **Calendar** icon to select a date for the stream event to begin up to one year from now or click on the **Today** icon to insert today's date.
- **Time –** Enter a start time for the stream event in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00.
- **Stream Immediately –** To start streaming as soon as the **Save** button is clicked, check this box.

### *Optional Recurrence*

- **Day of Week** – Check one or more boxes to the left of the day of the week to repeat the stream on that day. To repeat this stream every day, click

**Daily**, which will check all the boxes. To uncheck all the boxes, click **None**. There is a one-year limit on scheduling stream events.

- **Until Date –** Use the **Calendar** icon or **Today** icon to select the last day for the stream to recur up to one year from today. If you plan to stream from this channel several days per week, it will occur up to and including the date you select.

*Optional Program Guide Data*

This program guide data will become the metadata for the stream.

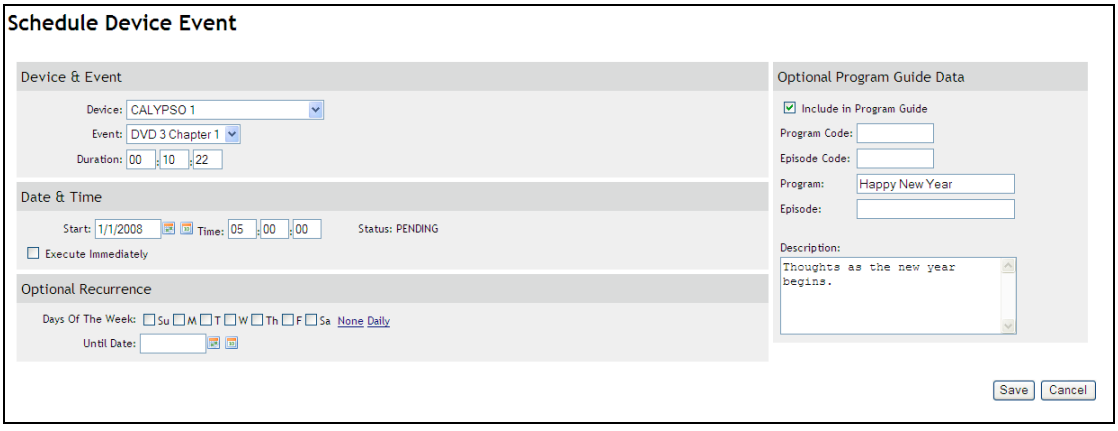
- **Program Code** – Enter a code that distinguishes what program this is, if program codes are used in this installation.
- **Episode Code** – Enter a code that distinguishes what episode of a series this is, if episode codes are used in this installation.
- **Program** – If this installation does not use program codes, enter the name of the program.
- **Episode** – Enter the name of the episode, if applicable and if this installation does not use episode codes.
- **Description** – Enter a detailed description of the stream event.

3. Click the **Save** button to add the stream event to the schedule.
4. The server checks for errors. If none are detected, the **Programming** page is displayed with the new stream.

## *Programming Functions: Add Device Event*

To schedule a device event from the Programming page, use the **Add Device Event** button and enter the event's information.

1. On the Programming page, click the **Add Device Event** button. The Schedule Device Event page is displayed.




2. Fill in the fields on the screen as described below.

*Device & Event*

- **Device** – Select a device from the drop-down list.
- **Event** – Select any event from the drop-down list.
- **Duration** – Enter the duration of the event in hours, minutes, and seconds (HH:MM:SS).

*Date & Time*

- **Start** – Use the **Calendar** icon or **Today** icon to select a start date or enter a date in the form MM-DD-YYYY up to one year from now.
- **Time** – Enter the start time in HH:MM:SS format using 24-hour time. For example, 1:00 PM is 13:00:00.
- **Execute Immediately** – To start the device event as soon as the **Save** button is clicked, check this box.

*Optional Recurrence*

- **Day of Week** – Check one or more boxes to the right of the day of the week to have the event play on that day at the specified time. To play the event every day, click **Daily**, which will check all the boxes. To uncheck all the boxes, click **None**.
- **Until Date** – Use the **Calendar** icon or **Today** icon to select the last day for the recurring device event. If you are playing the event on several days of the week, it will play on the last day up to and including the date you select. There is a one-year limit on recurring device events.

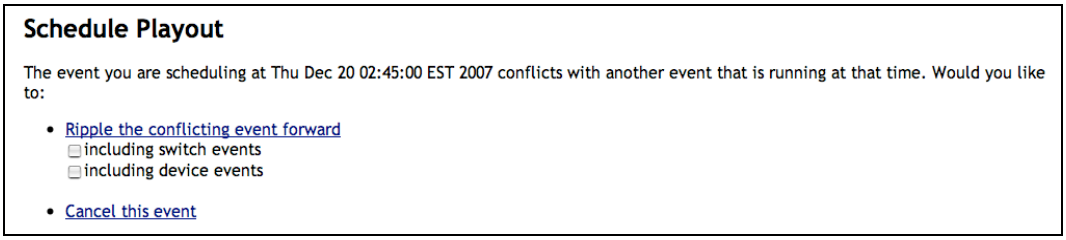
*Optional Program Guide Data*

- **Include in Program Guide** – checked by default. If you do not want the program guide report to display this event, such as for a test file, uncheck this box.
- **Program Code** –A code that distinguishes what type of program this is, if program codes are used in this installation.
- **Episode Code** –A code that distinguishes what episode of a series this is, if episode codes are used in this installation.
- **Program** – If this installation does not use program codes, the name of the program.
- **Episode** – The name of the episode, if applicable and if this installation does not use episode codes.
- **Description** – Type a detailed description of the event.

3. Click the **Save** button to add the device event to the schedule.
4. The server checks for errors. If none are detected, the Programming page is displayed with the new device event.

## *Scheduling Conflicts and Ripple*

You can schedule several types of events at once, as long as they do not conflict with one another. For example, you can schedule a playout and an overlay to run at the same time. Likewise you can run a playout on one channel and a live stream on another channel. Scheduling a playout and a live stream for the same channel at the same time, however, can cause a conflict.


Schedule Playout
The event you are scheduling at Thu Dec 20 02:45:00 EST 2007 conflicts with another event that is running at that time. Would you like to:
Ripple the conflicting event forward
including switch events
including device events
Cancel this event

If you schedule a conflict, the application will offer you options. Not all options are possible for all conflicts.

- **Ripple** – fit the event into the schedule and push everything else forward. This is a useful option if you are trying to fit an event into a gap in your schedule and it overlaps with the next event by just a few seconds.
- **Start this Event Late** – Let the event begin later than you tried to schedule it. If this is a playout, viewers will not see the beginning of the file. Similarly, they will not see the intended beginning of stream or switch events.
- **End this Event Early** – Let the event end earlier than you tried to schedule it so the next event can begin on time. If this is a playout, viewers will not see the end of the file. Similarly, they will not see the intended ending of stream or switch events.
- **Cancel this Event** – Remove the event you just tried to schedule. It might be best to begin again, especially if you did not expect a conflict. For example, you might have scheduled a playout for the wrong channel.

If you want to ripple any switch events or device events forward as well, check the boxes. However, rippling switch and device events forward means they will start later than originally scheduled. For example, suppose you scheduled a switch event to a live feed from town hall so you could broadcast the mayor's speech at 10:00 AM. Then suppose you schedule a playout at 8:00 AM that creates a 5-minute conflict. If you ripple the schedule forward and include the switch event, you will switch to town hall at 10:05 AM. If you do not include the switch event in the ripple, the event just before the 10:00 AM switch event will end 5 minutes early.

Ripple is not available after midnight. If the playout ends after midnight and the event it overlaps starts after midnight, the application offers only the options of starting the event early, ending it late, or canceling it. If an earlier event is rippled, then any event scheduled over the midnight hour will end at midnight, whether or not another event has been scheduled to start at midnight.

## *Programming Functions: Unschedule an Event*

Single or multiple events can be removed from the programming schedule.

To unschedule an event:

1. Use the checkbox to select one or more events on the **Programming** page.
2. Click the **Unschedule** button. The application asks you to confirm the cancellation. If you click **Yes/OK**, the application presents three choices.
    - **Unschedule just the selected event** – Cancels just this instance of the playout or other event. If the event is a playout in progress, this will cancel the playout immediately.
    - **Unschedule all recurrences linked to the scheduled event** – Cancels all instances of the playout or other event. All listings of the event are removed from the Programming page. If the event is in progress, it is canceled immediately.
    - **Do not unschedule any events** – Allows you to halt the cancellation.
3. Click on the appropriate cancellation choice. The **Programming** page is displayed without the event.

## *Programming Functions: Import & Export Events*

The Digital Broadcaster can import event lists exported from other programs including other traffic and scheduling systems such as Protrack and Facil for batch scheduling. Event list files are typically in CSV or XML format. To import an event list:

1. On the Programming tab in Classic View, click the **Choose File** button and select the event list file from your local computer file system.
2. Select the import format from the drop-down list. Possible formats include:
    - Native – TelVue's format that covers all event types on single-channel and multi-channel systems and can be used for internal manipulations. Native can carry metadata associated with the content, and you can edit the CSV file to change the metadata before importing. Native format is recommended for batch copying, batch imports, and backups.
    - Facil – a third-party format used by many access centers to manage assets, schedules, and facilities. Facil supports only playout and switch events. It uses a Facil-specific CSV format.
    - Annenberg – specific format requested by Annenberg Media. It supports only Channel 1 and uses the format filename, start time. Annenberg files cannot have a header row.
    - Protrack – a third-party format used for integrating with third-party broadcast traffic systems. This format supports the Protrack raw log document format for scheduling playouts and switch events. For imports, the log header must contain the TelVue channel name. For switch events,

the Protrack Source must match the TelVue Input Name, and the Switch Input/Output settings for this channel must be correct. (See the Config tab.) This format cannot be used for exports.

3. Select a start date and time, if desired. If a start date and time is not provided, the dates and times specified in the import list are used to schedule the events. If a start date and time is provided, the schedule times in the event list file are moved relatively in a group to start at the new time. For example, a four-hour schedule block from 8:00 AM-12:00 PM could be imported to start at 6:00 PM and that same block would now be scheduled from 6:00 PM-10:00 PM.

   ***Note:*** *Either both the* ***Start Date*** *and* ***Time*** *fields must be filled in, or both fields must be left blank.*

4. Click the **Import** button. When the import action is complete, the application generates a report showing whether each entry scheduled successfully, and – if not – the reason.

To export an event list:

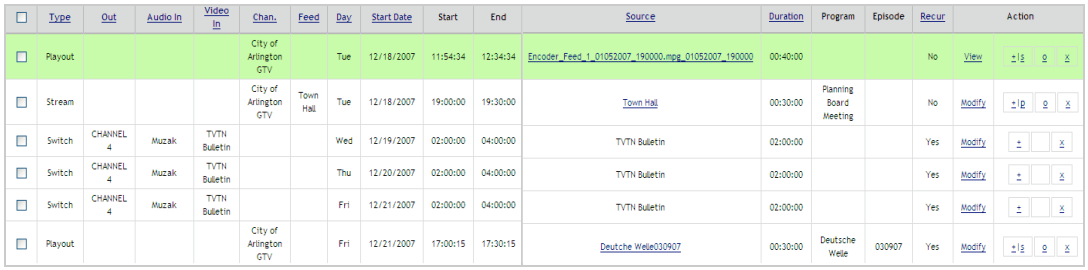
4. On the Programming tab in Classic View, filter the display for the events you want to export, as needed.
5. Use the checkboxes to select the events you want to export.
6. Select an export format from the drop-down list. Possible export formats include:
   - Native – TelVue's format that covers all event types on single-channel and multi-channel systems and can be used for internal manipulations. Native can carry metadata associated with the content, and you can edit the CSV file to change the metadata before importing. Native format is recommended for batch copying, batch exports, and backups.
   - Facil – a third-party format used by many access centers to manage assets, schedules, and facilities. Facil supports only playout and switch events. It uses a Facil-specific CSV format.
   - Annenberg – specific format requested by Annenberg Media. It supports only Channel 1 and uses the format filename, start time. It does not use a header row.
7. Click the **Export** button. The application exports the events to your filesystem in the selected format. For example, if you exported files using the Native format, the export file might be named export_native.csv.

Combining exporting with importing also provides a simple way to copy large scheduling blocks. For an example, see Replicating Sections of Your Schedule on page 91 or the TelVue support portal.

## *Event Actions*

The available actions for any event are listed in the Actions column on the right side of the screen. You may view any event, and edit or add events associated with an event that has not yet happened. For example, you can modify playout until it begins playing. Once the event

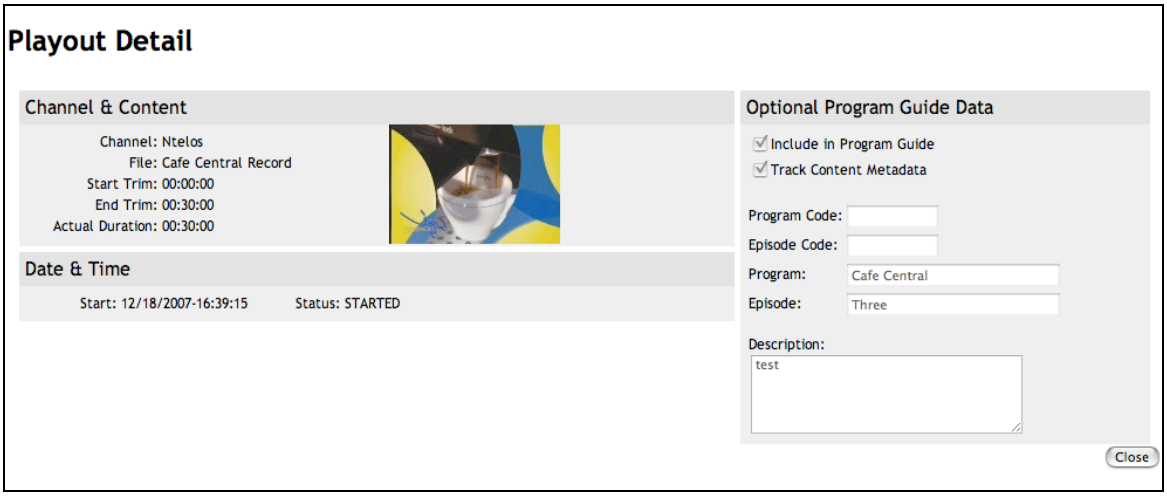
has started the Modify option changes to View. When an action for a specific event is selected, the Web Application opens the appropriate screen and automatically fills in the available data, reducing typing and errors.



| | Type | Out | Audio In | Video In | Chan. | Feed | Day | Start Date | Start | End | Source | Duration | Program | Episode | Recur | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Playout | | | | City of Arlington GTV | | Tue | 12/18/2007 | 11:54:34 | 12:34:34 | Encoder_Feed_1_01052007_190000.mpg_01052007_190000 | 00:40:00 | | | No | View + \| s o x |
| ☐ | Stream | | | | City of Arlington GTV | Town Hall | Tue | 12/18/2007 | 19:00:00 | 19:30:00 | Town Hall | 00:30:00 | Planning Board Meeting | | No | Modify + \| p o x |
| ☐ | Switch | CHANNEL 4 | Muzak | TVTN Bulletin | | | Wed | 12/19/2007 | 02:00:00 | 04:00:00 | TVTN Bulletin | 02:00:00 | | | Yes | Modify + x |
| ☐ | Switch | CHANNEL 4 | Muzak | TVTN Bulletin | | | Thu | 12/20/2007 | 02:00:00 | 04:00:00 | TVTN Bulletin | 02:00:00 | | | Yes | Modify + x |
| ☐ | Switch | CHANNEL 4 | Muzak | TVTN Bulletin | | | Fri | 12/21/2007 | 02:00:00 | 04:00:00 | TVTN Bulletin | 02:00:00 | | | Yes | Modify + x |
| ☐ | Playout | | | | City of Arlington GTV | | Fri | 12/21/2007 | 17:00:15 | 17:30:15 | Deutche Welle030907 | 00:30:00 | Deutsche Welle | 030907 | Yes | Modify + \| s o x |

## *Event Actions: View*

Any event may be viewed, whether it is historical, active, or scheduled. To see the details for a specific event, click on its View action. The example below shows the data for a playout.



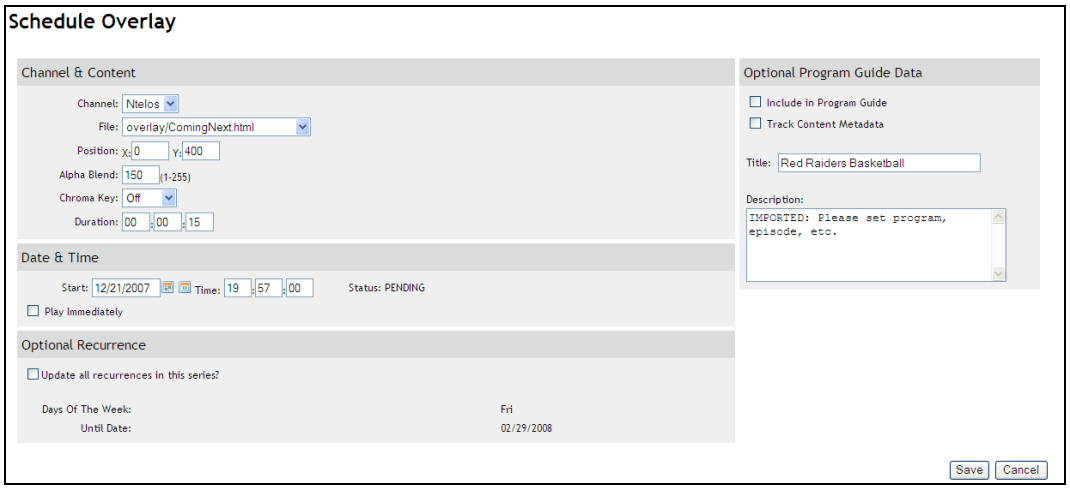

The information supplied when the playout was added is displayed in the Playout Detail screen. In addition, the screen displays status information.

- **Pending** – The event is scheduled but has not yet happened.
- **Started** – The event is currently playing or happening.
- **Completed** – The event has already happened.

To return to the Programming page, click the **Close** button at the bottom right of the screen.

## *Event Actions: Modify*

To change some information about an event, click its Modify action. The information displayed is identical to the information completed when the event was added. The example below shows a Schedule Overlay screen.

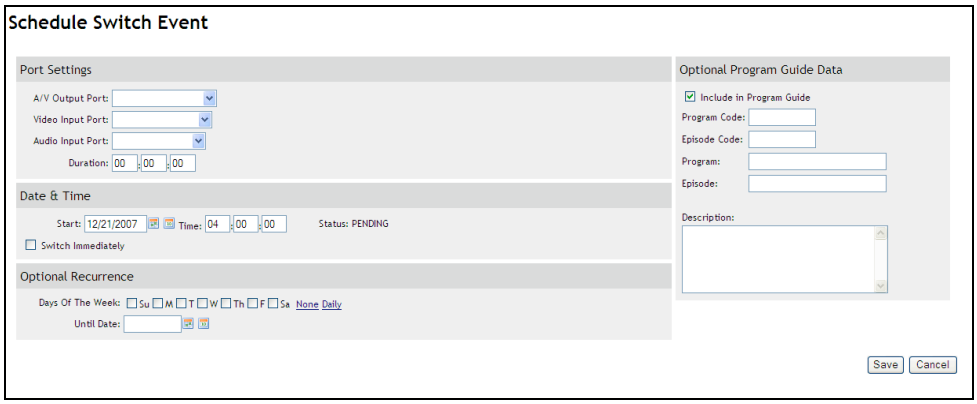



When modifying an event you have the option of including that event in the Program Guide, or removing it if it is already included. You may also track or override the content metadata. In this example the overlay is a recurring event, so the Optional Recurrence section displays the days and times it will play again. You have the option of modifying all recurrences or just this event. If you change anything and want it to apply to all recurrences of the event, check the **Update all recurrences in this series?** box.

When you have finished modifying the event, click the **Save** button to return to the Programming page, or click the **Cancel** button to return to the programming page without changing anything.

## *Event Actions: Plus (+)*

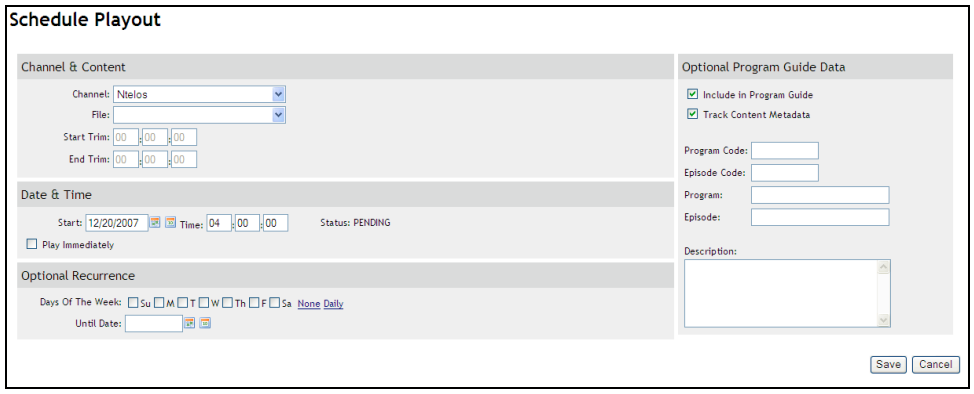
Use the + ("Plus") action to schedule an event of the same type immediately after this one. You can use + to construct a continuous schedule of events without re-entering dates and calculating start times. The + link exists for an event as long as there is a time gap between that event and the next event of the same type. The Web Application fills in the correct data and start time information so the new event will occur immediately after the preceding event finishes. In the example below, the operator clicked on the **Plus** action of a switch event that was scheduled to end at 4:00 AM. The date and time of the next switch event are already filled in.



Fill in the displayed information as needed, just as though you were adding an event. For descriptions of the fields, refer to the **Add Switch Event**, **Add Playout Event**, **Add Overlay Event, Add Capture Event, Add Stream Event,** or **Add Device Event** instructions as applicable. Click on the **Save** button when complete.

## *Event Actions: Cross (x)*

Use the **x ("Cross")** action to add another type of event by crossing from playout to switch, or switch to playout. In the example below, the operator wants to follow a switch event with a playout event. The operator clicks on the switch event's **Cross** action, and the **Schedule Playout** screen is displayed with the date and start time already filled in.




Fill in the displayed information as needed, just as though you were adding an event. For descriptions of the fields, refer to the **Add Switch Event**, **Add Playout Event**, **Add Overlay Event, Add Capture Event, Add Stream Event,** or **Add Device Event** instructions as applicable. Click on the **Save** button when complete.

## *Event Actions: Overlay (o)*

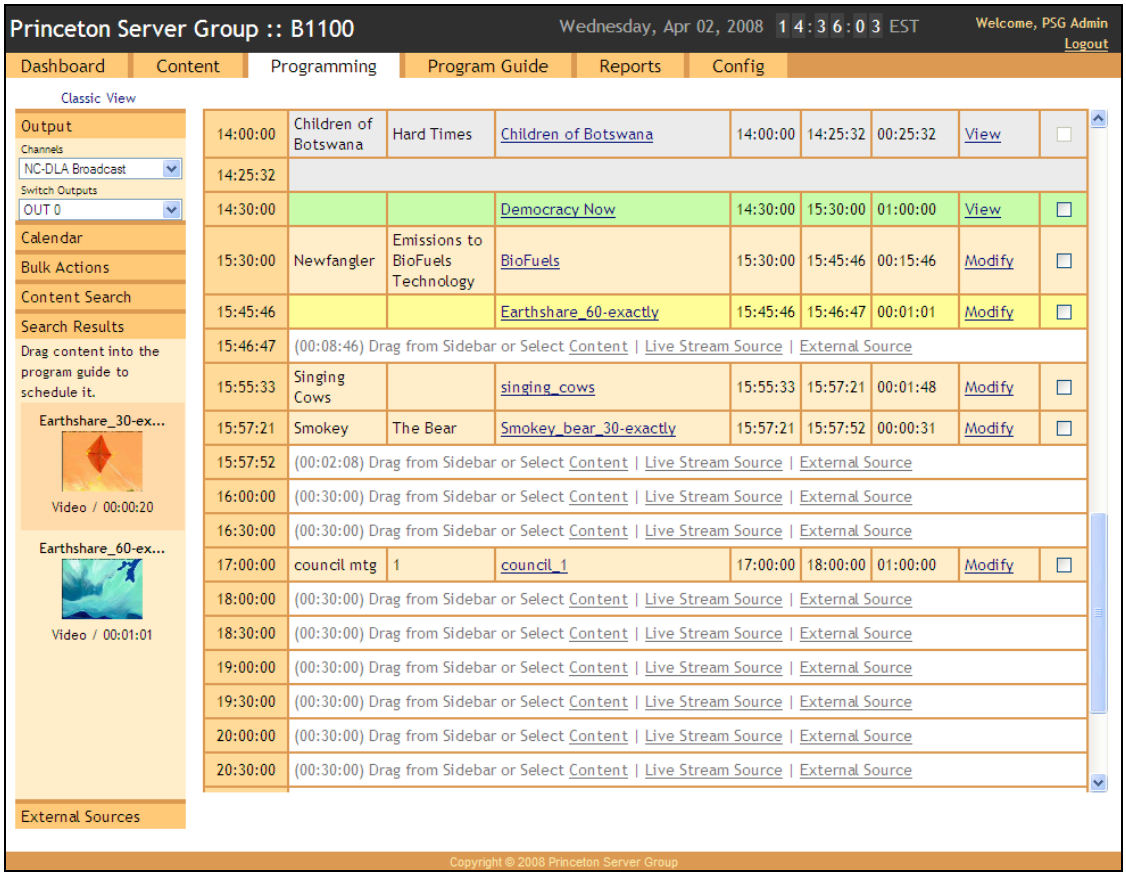
Use the **o ("Overlay")** action to select a text crawl, station logo, or other overlay graphic to play on the screen with a playout event. Overlays are available only for playout events. In this example, the event begins at 2:30 AM so the overlay start time is already set to 2:30.

Add the rest of the overlay information. You may change the start time if you do not want the overlay to run for the duration of the playout. If an overlay was running with the previous playout, add 10 seconds to this overlay's start time. For descriptions of the fields, refer to the **Add Overlay** instructions. Click on the **Save** button when complete.

## *Calendar View*

The other viewing mode available under the Programming tab is Calendar View, with today's date at the top of the page and a grid displaying the day's programming. Each empty row in the grid represents the time until the next 30-minute slot.

To switch to Calendar View from Classic View, click on Calendar View in the upper-left section of the page.


Princeton Server Group :: B1100
Wednesday, Apr 02, 2008 14:36:03 EST
Welcome, PSG Admin
Logout
Dashboard
Content
Programming
Program Guide
Reports
Config
Classic View
Output
Channels
NC-DLA Broadcast
Switch Outputs
OUT 0
Calendar
Bulk Actions
Content Search
Search Results
Drag content into the program guide to schedule it.
Earthshare_30-ex...
Video / 00:00:20
Earthshare_60-ex...
Video / 00:01:01
External Sources
14:00:00 Children of Botswana Hard Times Children of Botswana 14:00:00 14:25:32 00:25:32 View
14:25:32
14:30:00 Democracy Now 14:30:00 15:30:00 01:00:00 View
15:30:00 Newfangler Emissions to BioFuels Technology BioFuels 15:30:00 15:45:46 00:15:46 Modify
15:45:46 Earthshare_60-exactly 15:45:46 15:46:47 00:01:01 Modify
15:46:47 (00:08:46) Drag from Sidebar or Select Content | Live Stream Source | External Source
15:55:33 Singing Cows singing_cows 15:55:33 15:57:21 00:01:48 Modify
15:57:21 Smokey The Bear Smokey_bear_30-exactly 15:57:21 15:57:52 00:00:31 Modify
15:57:52 (00:02:08) Drag from Sidebar or Select Content | Live Stream Source | External Source
16:00:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
16:30:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
17:00:00 council mtg 1 council_1 17:00:00 18:00:00 01:00:00 Modify
18:00:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
18:30:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
19:00:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
19:30:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
20:00:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
20:30:00 (00:30:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
Copyright © 2008 Princeton Server Group

To see the programming for an earlier date, click the double arrows << to the left of the date. To see the programming for a later date, click the double arrows >> to the right of the date. You can also jump from date to date by clicking on a date on the calendar under the **Calendar** tab on the left side of the page.

The field names across the top of the Calendar View are:

- **Time –** the time of day when the event in this slot begins. When no programming is scheduled the empty sections are divided into 30-minute time slots.

- **Program –** the program name of the playout, capture, or other event scheduled for that time slot as taken from its metadata. If scheduled programming does not fill the 30-minute slot, the display shows how much open time remains before the next 30-minute time slot.
- **Episode –** the name of an episode in a series, if available in the metadata.
- **Source –** the source of the playout or event, such as a filename or feed.
- **Start –** the exact time the playout or event will start, in HH:MM:SS format.
- **Stop –** the exact time the playout or event will end, in HH:MM:SS format.
- **Duration –** the length of time this event will run in hours, minutes, and seconds. If the event is starting late or ending early, the duration shown will be shorter than the event's actual duration.
- **Options –** the available options or actions for this event, such as modifying it.
- ☐ – checkbox for the bulk actions available in the left column of the Calendar View page. To perform a bulk action on one or more events, check the box. The available bulk actions are described below.

The menus on the left-hand side of the page offer more programming options.

### *Output*

- **Channels** – to see programming for a particular output channel, select that channel from the drop-down list.
- **Switch Outputs –** to see programming that is playing through a particular switch, select that switch output from the drop-down list.

### *Calendar*

Click on the Calendar bar to display the Calendar selection tool. To display the schedule for a different month, click on the left-arrows (<<) or right-arrows (>>). To select a date, click on that date.

### *Bulk Actions*

**Bulk** actions affect the playouts, but not the actual content.

- **Unschedule –** to remove an event from the schedule, select it and click the Unschedule button. The application asks you to confirm the removal. Click on **Yes (OK)** to unschedule the program. Otherwise click on **No (Cancel)**, and the application leaves the programming schedule unchanged.

### *Content Search*

This window lets you narrow the list of content thumbnails displayed. Fill in one or more search criteria from the drop-down lists and press **Search**. Any content that matches the criteria is displayed under **Search Results**.

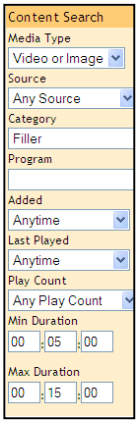
- **Media Type –** Choose from videos, still images, or both.

- **Source –** Choose from uploaded content, captured content, manually entered content, or any source.
- **Category –** Choose one content category or use all of them. The more disciplined your installation is about categorizing content when adding it to the database, the more useful the **Category** search criterion will be.
- **Program or Program Code –** If program codes are in use, type the program code to search for titles with that code. Otherwise type all or part of the program title to see thumbnails with that word in the title.
- **Added** – Select a time period when the content was added, 7 days ago to 5 minutes ago.
- **Last Played** – Select a time period when the content was last played on the server, from 7 days ago to 5 minutes ago, or anytime. This can help you avoid content that has been played recently, or find content you want to run frequently.
- **Play Count** – Select a range corresponding to how many times the content has been played on the server. This can help you schedule content that a sponsor expects your installation to play a certain number of times, or avoid content that you have played often.
- **Min Duration** – Enter the minimum duration of the content you want to schedule using the format HH:MM:SS. This can help you tailor your choices to the size of the scheduling gap you want to fill.
- **Max Duration** – Enter the maximum duration of the content you want to schedule using the format HH:MM:SS. This helps limit the content displayed to files that are small enough to fit your scheduling gap.
- **Keywords** – Enter one or more words associated with the content you want to find.

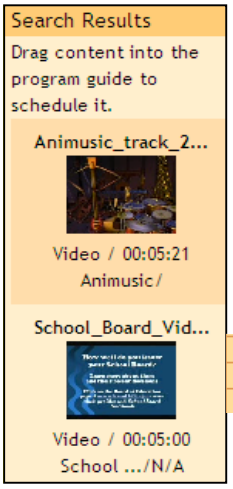
For example, suppose you have a schedule with a 15-minute gap to fill.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 10:30:00 | Mayor's Friday Update | | Town Hall | 10:30:00 | 11:15:00 | 00:45:00 | Modify | ☐ |
| 11:15:00 | (00:15:00) Drag from Sidebar or Select Content \| Live Stream Source \| External Source | | | | | | | |
| 11:30:00 | Lunch Downtown | | Encoder from square | 11:30:00 | 13:30:00 | 02:00:00 | Modify | ☐ |

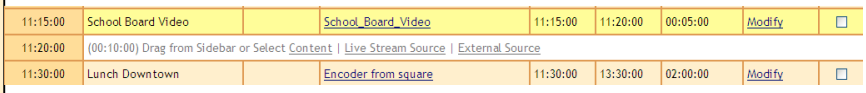
1. Click on Content Search to see the selection criteria.
2. Suppose you have a category called Fillers to fill these small gaps in the schedule. Select **Fillers** from the **Category** drop-down list. Set the **Min Duration** to 5 minutes and the **Max Duration** to 15 minutes.
3. Click **Search**. The results are displayed in the Search Results section.




*Search Results*




Search Results displays thumbnails of content that was found during the search. To schedule the content, drag the thumbnail to an open slot in the schedule. Continuing the example above, *School Board Video* is now on the schedule and the 15-minute gap has been reduced to 10 minutes.


11:15:00 School Board Video School_Board_Video 11:15:00 11:20:00 00:05:00 Modify
11:20:00 (00:10:00) Drag from Sidebar or Select Content | Live Stream Source | External Source
11:30:00 Lunch Downtown Encoder from square 11:30:00 13:30:00 02:00:00 Modify

## *External Sources*

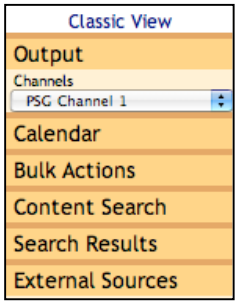
To schedule an event through an external source, such as a switch event, drag the source from the External Sources list to an open slot in the schedule. If the event does not have a prescheduled duration, click on Modify to set the duration.

Clicking on Modify opens the applicable scheduling screen. In this example, the **Schedule Switch** screen opens. Change the Duration and click the **Save** button.

## *Scheduling Events Using the Actions on the Grid*

Several event actions are available on the schedule grid in Calendar View. These actions let you schedule events in a way similar to the method used in Classic View.

- To schedule a playout, click on Content. This opens the **Schedule Playout** screen and fills in the start time.
- To schedule a stream event, click on Live Stream Source. This opens the **Schedule Live Stream Event** screen and fills in the start time.
- To schedule a switch event, click on External Source. This opens the **Schedule Switch** screen and fills in the start time.




Overlays – including text crawls – must be scheduled from Classic View, described in the **Classic View** section. To switch to Classic View, click the **Classic View** button over the Output section on the top left of the page.

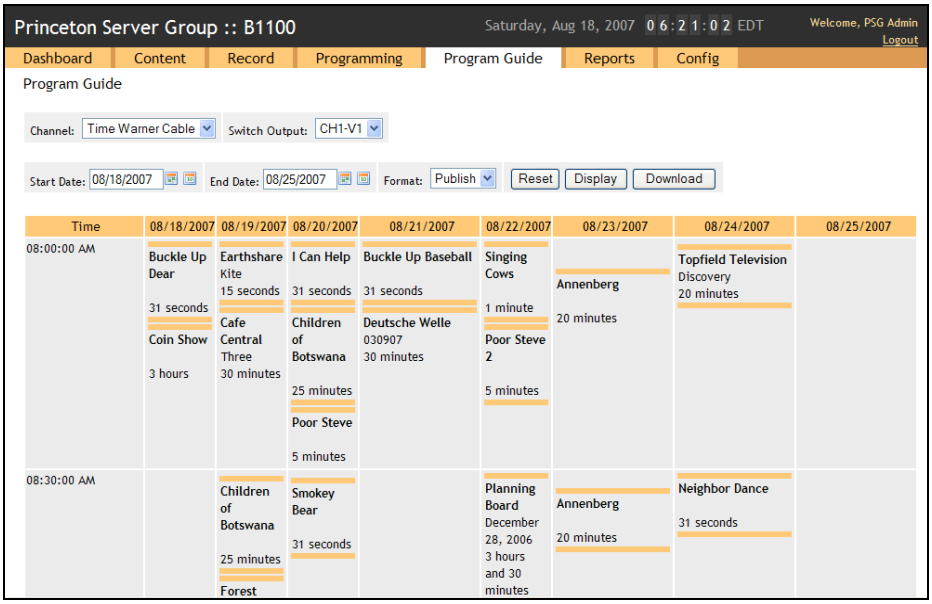
Import/Export functions such as copying blocks of a schedule also must be done in Classic View.

### *Using Classic View and Calendar View when Scheduling*

You are free to use Classic View or Calendar View – or both – to schedule programming for your server. Use whichever method is convenient.

# Program Guide Page

The Program Guide page allows you to see a program guide for an output channel. The default setting is one week's worth of programming, sorted by time slot. After clicking on the Program Guide tab, click the **Display** button to see the default version of the Program Guide. Playout and stream events display with orange borders, overlays have blue borders, and switch events have black borders. Each event displays the Program Name and Episode Name from the metadata – if they were filled in – and the event duration.



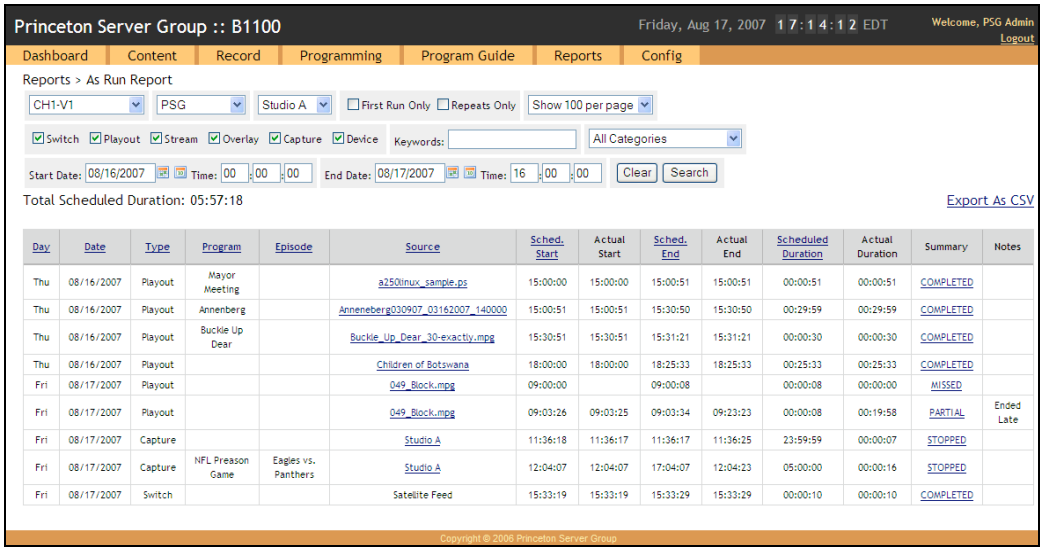

To view the program guide differently, change the settings under the PROGRAM GUIDE heading.

- **Channel –** Select a server channel, or select NONE. The default is your first channel.
- **Switch Output –** Select a port to see its programming, or select NONE. The default is Output Port 1.
- **Start and End Dates –** Type the first and last dates you want to see in these boxes, or use the calendar and **Today** icons to the right of the boxes to select dates. The greater the date range you select, the smaller the type in your program guide will appear. The default is one week, beginning with today's date, and the limit is ten days.
- **Format –**The **Publish** format displays program names and their durations for the hours when programming is scheduled. The **Internal** format displays the program names, filenames, feed names if applicable, and their durations in HH:MM:SS format for the full 24-hour day. The default is the customer-friendly Publish format.

When you have finished specifying how you want your program guide to look, click the **Display** button to see it. To return to the default view, click the **Reset** button. To download the guide in HTML format, click the **Download** button.

# Reports Tab

The Reports tab allows you to see scheduled events for the server system. The default view is the **As Run Report**, which shows all events that have run on the application, beginning with the oldest.




To view the reports differently, change the settings under the **Reports>As Run Report** heading.

- **Switch Output** – Select a switch output from the drop-down list. This is available only in systems with a switch.
- **Channel** – Select a channel from the drop-down list.
- **Feed –** Select a feed from the drop-down list. This is available only in systems with an onboard MPEG Encoder.
- **First Run Only –** To display only events that are running for the first time, check this box. This lets you show how much unique programming you have run.
- **Repeats Only –** To display only events that are rebroadcasts in this report period, check this box.
- **Show –** Select the number of events to display on each page from the drop-down list.
- **Event Types:** The default is to display all event types.
    - **Switch** – To hide switch events, uncheck the Switch box. This box appears only in systems with a switch.
    - **Playout** – To hide playout events, uncheck the Playout box.
    - **Overlay** – To hide overlay events, uncheck the Overlay box.
    - **Capture** – To hide capture events, uncheck the Capture box. This box appears only in systems with an onboard MPEG Encoder.

- **Keywords** – to see programming that contains certain words in the filename or metadata, type the word or words in this box.
- **Categories** – select an event category from the drop-down list or choose All Categories.
- **Start Date –** to see a different start date for the programming list, use the calendar tool or type in a date in the form MM/DD/YYYY.
- **(Start) Time** – to see events since a specific start time, type the time in the boxes using 24-hour format.
- **End Date –** to see a different end date for the programming list, use the calendar tool or type in a date in the form MM/DD/YYYY.
- **(End) Time** – to see events up to a specific end time, type the time in the boxes using 24-hour format.
- **Clear** – to clear all selections and return to the defaults, click the **Clear** button.

When you have finished selecting report criteria, click the **Search** button. The report with the selected criteria is displayed.

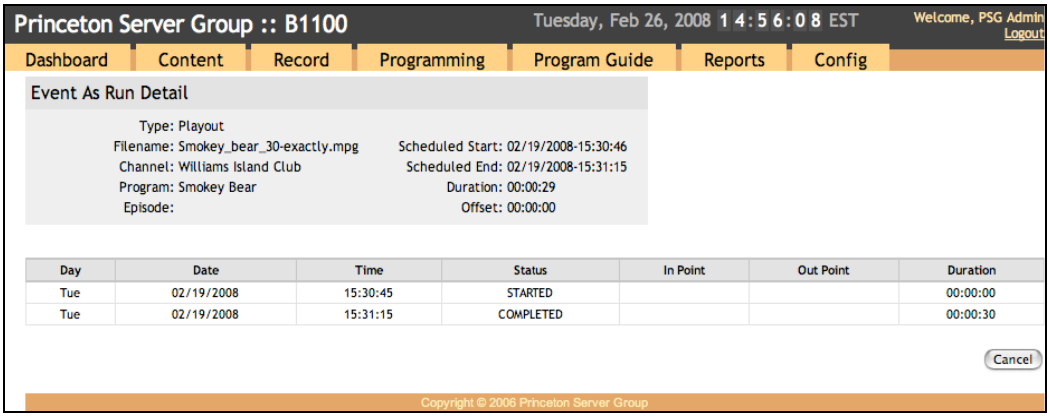
### *Report Field Headings*

To sort the report entries, click on any underlined heading. To reverse the sort order, click on the underlined heading again. For example, clicking on Type displays capture events first. Clicking on Type again displays switch events first.

- **Day –** sorts the report alphabetically by day of the week.
- **Date –** sorts the report by date, from oldest to most recent.
- **Type –** the type of content in this file, such as a playout, capture, switch event, or overlay.
- **Program or Program Code –** the name of the program or its program code, depending on how the schedule settings on page 86 were configured.
- **Episode or Episode Code –** The episode name or episode code of this file, if applicable, depending on how the schedule settings on page 86 were configured. Some content might have a Program name or code, but no Episode.
- **Source –** typically the title of the content file or the name of the live feed. Click on the link to the program source to go to the Show Content page described on page 11.
- **Sched. Start –** the scheduled start time for the event.
- **Actual Start –** the actual time the event started.
- **Sched. End –** the scheduled end time for the event.
- **Actual End –** the actual time the event ended.
- **Scheduled Duration –** the total time this event should require, in hours, minutes, and seconds (HH:MM:SS).

- **Actual Duration –** the total time this event actually lasted, in hours, minutes, and seconds (HH:MM:SS).
- **Summary** – the status of this event:
    - **Completed** – the event finished as scheduled.
    - **Partial** – part of the event was completed as scheduled.
    - **Stopped** – the event stopped before it was completed.

  Click on the underlined status to go to the Event As Run Detail for this event.

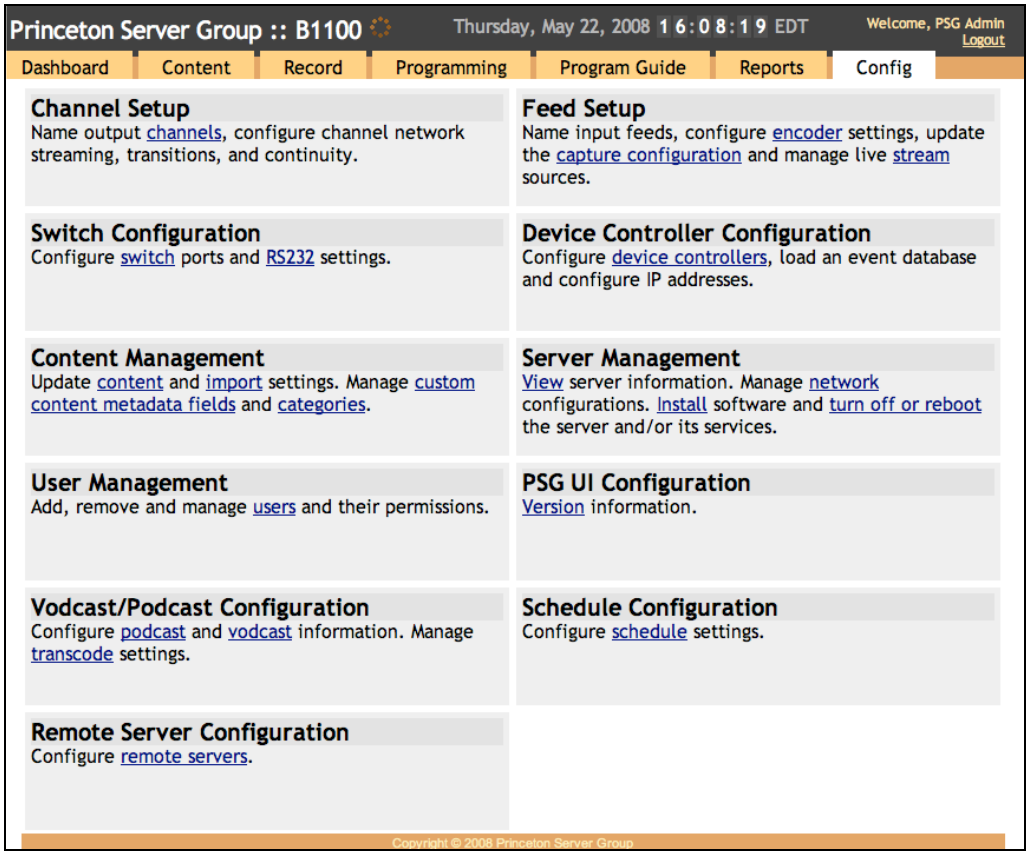



The information in the Event As Run Detail report is similar to the As Run Report, but only for one occurrence of one event.

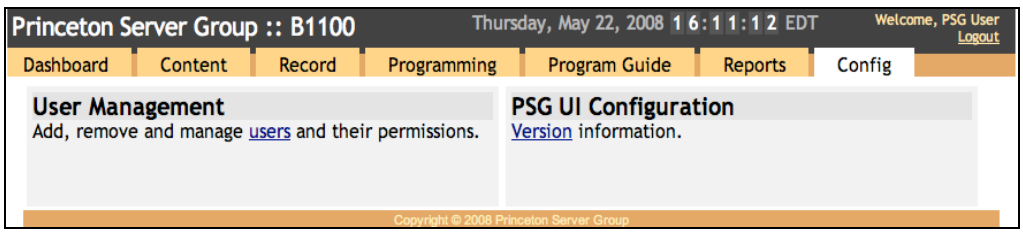
- **Notes** – brief comments on what happened, if the event did not run normally.

# Config Tab

The Config tab allows administrators (users with Admin-level privileges) to set parameters that act as defaults for the server, such as channel names, user permissions, and network configuration. To change any of these settings for the server, click on the applicable link. To return to the Config page from any of the screens, click on the Config tab. Users with User-level privileges are limited to some User Management functions and viewing the UI version information.

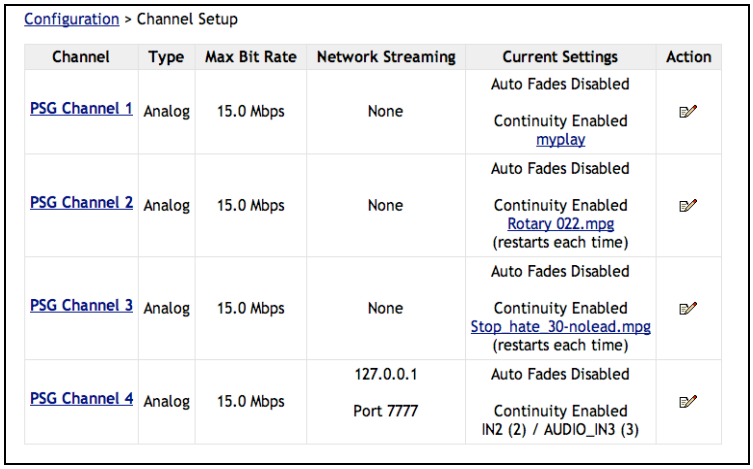

Princeton Server Group :: B1100
Thursday, May 22, 2008 16:08:19 EDT
Welcome, PSG Admin
Logout
Dashboard
Content
Record
Programming
Program Guide
Reports
Config
Channel Setup
Name output channels, configure channel network streaming, transitions, and continuity.
Feed Setup
Name input feeds, configure encoder settings, update the capture configuration and manage live stream sources.
Switch Configuration
Configure switch ports and RS232 settings.
Device Controller Configuration
Configure device controllers, load an event database and configure IP addresses.
Content Management
Update content and import settings. Manage custom content metadata fields and categories.
Server Management
View server information. Manage network configurations. Install software and turn off or reboot the server and/or its services.
User Management
Add, remove and manage users and their permissions.
PSG UI Configuration
Version information.
Vodcast/Podcast Configuration
Configure podcast and vodcast information. Manage transcode settings.
Schedule Configuration
Configure schedule settings.
Remote Server Configuration
Configure remote servers.
Copyright © 2008 Princeton Server Group

*Note: The configuration options will vary, depending on your system and your level of permissions. Administrators will see more options than users. Here is a typical Config screen for someone with user privileges.*

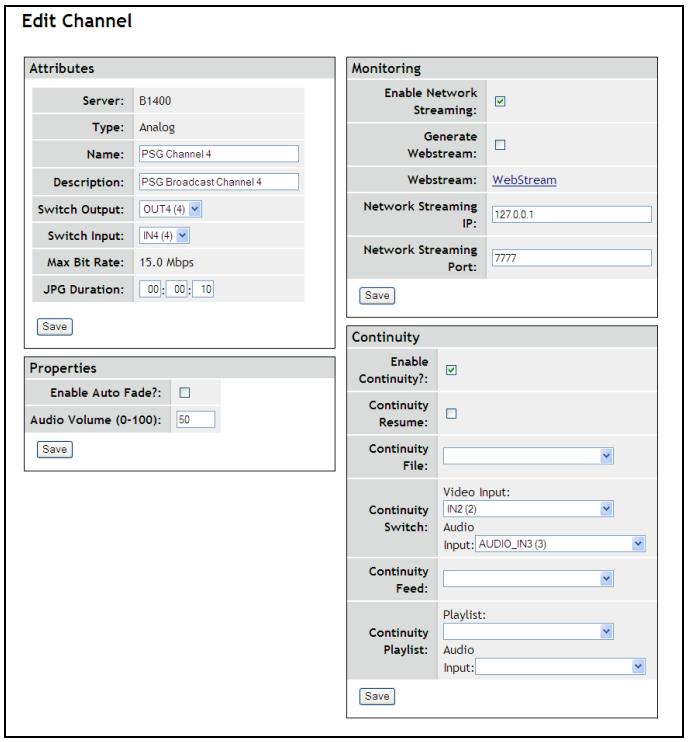


## *Channel Setup*

Channel Setup requires admin-level privileges. To name output channels or configure streaming, transitions, or continuity over a network channel, click on the channels option. The application displays the **Channel Setup** page with a list of all channels on this system.

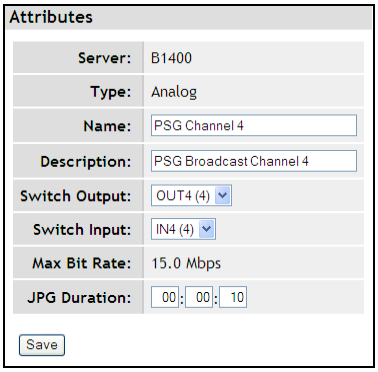



Click on the channel name or edit icon to edit. The application displays the **Edit Channel** screen.




The following fields are editable. To cancel any *unsaved* changes and return to the Config page, click the **Cancel** button at the bottom of the screen.

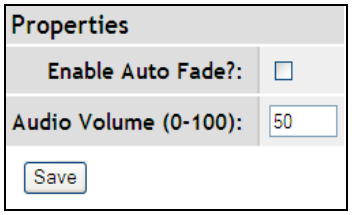
### *Attributes*




- **Name** – Enter a short, descriptive name for the channel.
- **Description** – Enter a longer description about the channel that will distinguish it from the others at your installation.
- **Switch Output** – Select a switch output for this channel from the drop-down list.
- **Switch Input** – Select a switch input for this channel from the drop-down list.
- **JPG Duration** – This is set to 10 seconds (00:00:10) at installation. To change it enter the default length of time you want jpg files to play on this channel in HH:MM:SS format. You can override this default by setting a runtime for a jpg file or setting a duration when you schedule the jpg file. If you set the jpg duration to zero (00:00:00), you will have to set a runtime for every jpg image or a duration every time you schedule one.

When you have finished entering attributes for this channel, click the **Save** button at the bottom of the section.

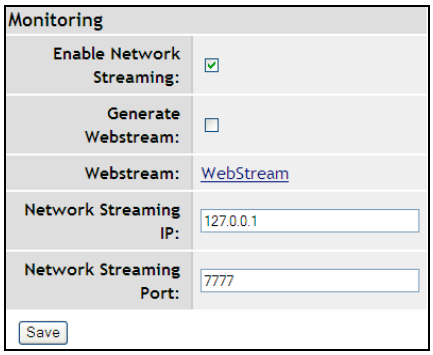
### *Properties*




- **Enable Auto Fade?** – To enable auto fade for this channel, check this box and click the **Save** button. This directs the application to fade gracefully from one playout to the next, rather than jumping abruptly to the next playout.
- **Audio Volume –** the strength of the audio volume, where 0 is mute and 100 is the loudest. The default is 50.

When you have finished entering the properties information for this channel, click the **Save** button at the bottom of the section.

### *Monitoring*




- **Enable Network Streaming?** – To enable network streaming for this channel, check this box and enter the IP address and port number of the application where the stream will be displayed. This allows high-quality MPEG-2 packets to be transmitted over UDP to the IP address and port specified. It also enables remote monitoring.

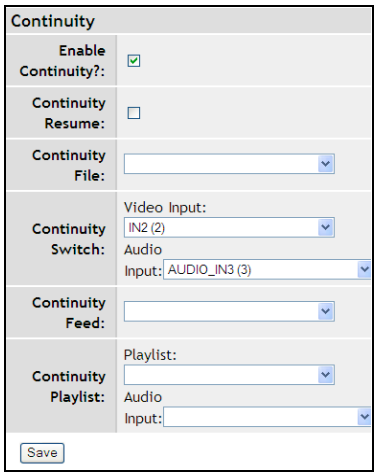
***Warning:*** *Network streaming can send large amounts of data across your network. This can cause network congestion if not coordinated with your IT department. Please confirm with your IT department before enabling.*

- **Generate Webstream** – To configure a webstream from this channel, check this box. The system prepopulates the IP address and port fields. If you uncheck this box, you can change the IP address and port for network streaming, but you will not be able to generate a webstream.
- **Webstream** – the title of the webstream this channel will generate.
- **Network Streaming IP** – the IP address to which the network stream will be transmitted using UDP. If you are generating a webstream you must use the default setting.
- **Network Streaming Port** – the port number to which the network stream will be transmitted using UDP. If you are generating a webstream you must use the default setting.

When you have finished entering the monitoring information for this channel, click the **Save** button at the bottom of the section.

### *Continuity*

Continuity is a file or feed that plays when no other programming is scheduled for a channel. For example, some installations play a bulletin board when no other programming is scheduled. If you enable continuity, choose one of the sources: file, switch, feed, or playlist. Only one source may be selected; selecting another will automatically cancel a previously selected source. On a multi-channel system, you can have different continuity on different channels.




- **Enable Continuity?** – To enable continuity for this channel, check this box.
- **Continuity Resume** – Continuity resume controls where in a file or stream the continuity begins to play again after scheduled programming finishes. Checking continuity resume will prevent viewers from seeing the same piece of the continuity clip over and over again.

To restart the continuity at the beginning after the scheduled programming finishes, leave the box unchecked.

> ***Note:*** *If continuity is a playlist, then unchecking the Continuity Resume box means the playlist will resume at the start of the next item on the list. A playlist does not resume at the very beginning.*

To resume the continuity at the point where it left off, check the box.

> ***Note:*** *If the continuity file or playlist does not support random access (playing a file at any point), then checking the Continuity Resume box means the continuity will resume at the beginning of the file or the current item on the playlist.*

Each channel's continuity may come from one source: a file, a switch, a feed, or a playlist. When you choose one source, the others will be blanked out.

- **Continuity File** – If your continuity comes from a file, select it from the drop-down list. This file will play when nothing else is playing on this channel.
- **Continuity Switch** – If your continuity resides on a DVD player, satellite, or other device, use this drop-down list to select the switch through which the continuity file will play.
- **Continuity Feed** – If your continuity comes through a feed, such as a live source, select the feed from the drop-down list. Only one channel on your system can receive continuity from a feed.
- **Continuity Playlist** – If your continuity is a playlist of files, select it from the drop-down list. If breakaway is enabled, you can select the audio feed

– such as a radio station – separately. To enable breakaway, go to the **Switch Configuration** section.

When you have finished entering the continuity information for this channel, click the **Save** button at the bottom of the section.

To return to the Configuration menu page without making changes beyond what you have already saved, click the **Cancel** button or the **Config** tab.

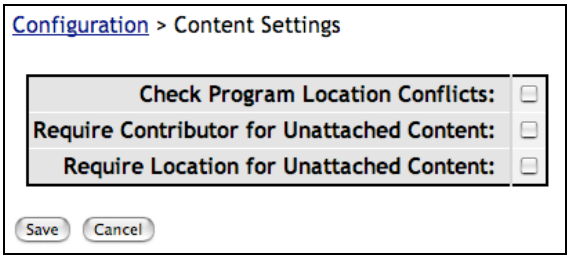
## *Content Management*

Content Management requires admin-level privileges. To update content and import settings, add, remove, and manage content categories and customize the content metadata fields, use these options.

### *Content Settings*

The user interface allows you to schedule unattached content, or content that is not yet on the server. Unattached content can carry metadata so you will not need to re-enter it after the capture. Before the capture, the unattached content appears on the Content page as a thumbnail with the words "TBD" in place of a video frame. Once the content has been captured, the TBD in the thumbnail changes to the display thumbnail.

To change the settings for unattached content, click on the content option. The application displays the **Content Settings** screen.




- **Check Program Location Conflicts** – Check this box to have the server ensure there aren't multiple programs scheduled for the same location & time on a single encoder.
- **Require Contributor for Unattached Content** – Some installations with multiple contributors require the contributor of each piece of content to be identified in the metadata. To make the contributor a required field in the metadata, check this box. It is unchecked by default. The change affects the metadata for unattached content edited after the change takes effect.
- **Require Location for Unattached Content** – Some installations require the location of each piece of content to be identified in the metadata. To make the location a required field in the metadata, check this box. It is unchecked by default. The change affects the metadata for unattached content edited after the change takes effect.

Click the **Save** button at the bottom of the screen to save the content settings. To return to the Configuration menu without making changes, click the **Cancel** button.

### *Import Settings*

To change the settings for imported content, click on the import option. The application displays the **Import Settings** screen.

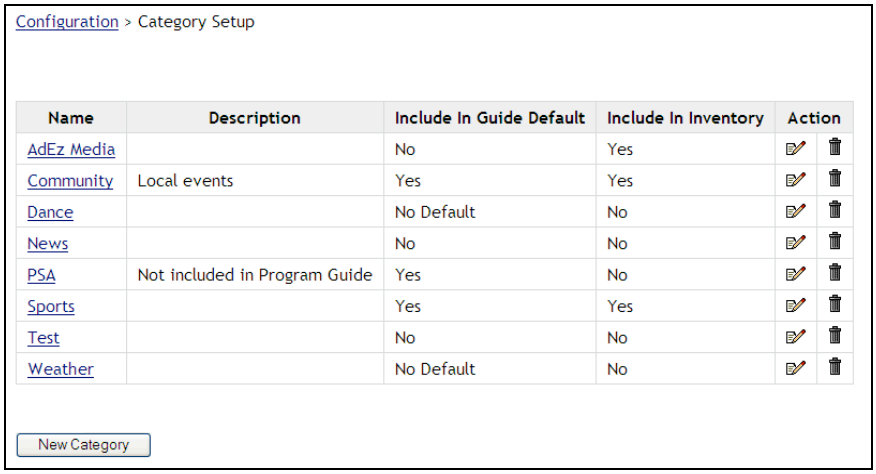
The server displays a thumbnail for all imported content by capturing a frame from the file. The thumbnail offset is the point in the file where the server captures the frame. Set the thumbnail offset using the format HH:MM:SS. The default is 20 seconds (00:00:20).

Click on the **Save** button at the bottom of the screen to save the import settings. To return to the Configuration menu without making changes, click the **Cancel** button.

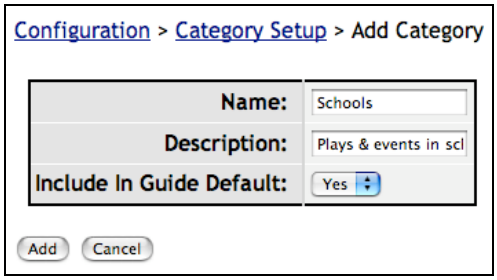
### *Content Categories*

To manage the content categories, click on the categories option. The application displays the **Category Setup** screen with the current category names, a brief description if one was entered, and whether content in that category is listed in the Program Guide. If there are no categories yet, the box will be empty.

The **Include in Guide Default** column tells whether content in that category will be listed in the Program Guide and external schedule. If the default is set to **Yes**, content in that category will be included in them. If the default is set to **No** or **No Default**, content in that category will not be included. Content may be put in multiple categories, but if any category is set not to be included in the Program Guide and external schedule, that piece of content will not appear in them unless you edit the playout and check the **Include in Program Guide** option. For example, suppose you put a recycling reminder in both the Community and PSA categories. Content in the Community category normally appears in the Program Guide and external schedule, but PSAs do not. The PSA category supersedes the Community category and the recycling announcement will not appear in the Program Guide or external schedule.



- **Edit** – To edit a category, click on the category name or on its **Edit** icon. Edit the name or description of the category as desired. Click on the **Save** button at the bottom of the screen to save the changes. To return to the Category Setup screen without making changes, click the **Cancel** button.
- **Delete** – To delete a content category, click its **Delete** icon. The application asks you to confirm the deletion. If you are sure you want to delete this category, click on **Yes (OK)**. Otherwise click on **No (Cancel)**, and the application leaves the category unchanged.
- **Add** – To add a new content category, click the **New Category** button at the bottom of the screen. The application displays the Add Category screen.



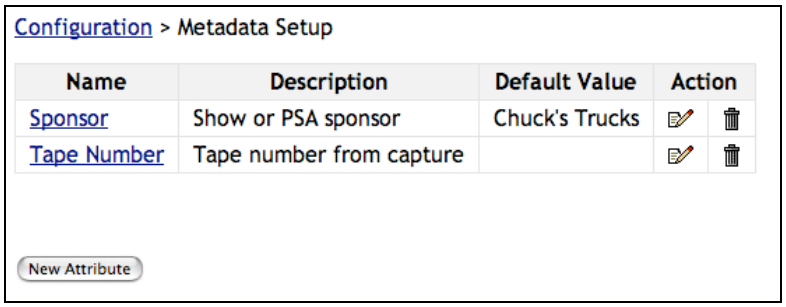

- **Name** – Enter a short, descriptive name for the category, preferably one word. This is what will be displayed on the Programming and Content pages.
- **Description** – Enter a longer description about the category that will distinguish it from any others on the database.
- **Include in Guide Default** – To include this category's content in the Program Guide and external schedule by default, choose **Yes** from the drop-down list. To omit this category's content from the Program Guide and external schedule, such as PSAs, choose **No**. If you do not choose, the Category Setup screen displays "No Default" and content in the category is not displayed in the Program Guide or external schedule.

Click on the **Add** button at the bottom of the screen to add the category to the list. To return to the Category Setup screen without adding a category, click the **Cancel** button.

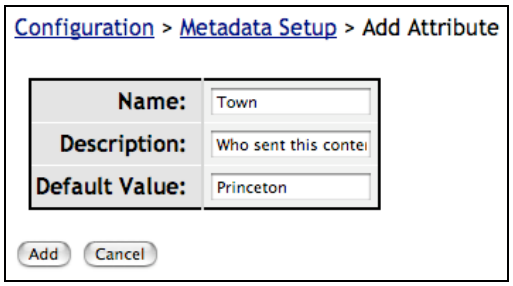
You can add content to a category when adding the content file to the database, editing the content metadata, or while displaying one or more content files on the Content page.

### *Customize Metadata Fields*

The media server lets you add your own metadata fields so you can tailor your content metadata to your installation's needs. For example your installation might track sponsors or certain producers. To customize the metadata fields, click on the custom content metadata fields option. The application displays the **Metadata Setup** screen. If there are no custom metadata fields, the box will be empty.




- **Edit** – To edit a metadata field, click on the field name or on its **Edit** icon. Edit the name, description, or default value of the field as desired. Click on the **Save** button at the bottom of the screen to save the changes. To return to the Metadata Setup screen without making changes, click the **Cancel** button.
- **Delete** – To delete a metadata field, click its **Delete** icon. The application asks you to confirm the deletion. If you are sure you want to delete this field, click on **Yes (OK)**. Otherwise click on **No (Cancel)**, and the application leaves the field unchanged.
- **Add** – To add a new metadata field, click the **New Attribute** button at the bottom of the screen. The application displays the Add Attribute screen.



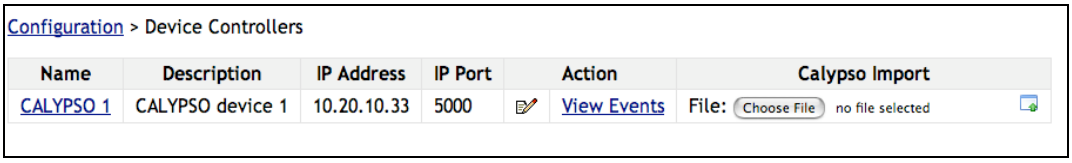

- **Name** – Enter a short, descriptive name for the attribute (metadata field), preferably one or two words. This is what will be displayed on the Programming and Content pages.
- **Description** – Enter a longer description about the attribute (metadata field) that will distinguish it from any others on the database.
- **Default Value** – Enter a default value for the attribute (metadata field) if desired.

Click on the **Add** button at the bottom of the screen to add the attribute to the list. To return to the Metadata Setup screen without adding an attribute, click the **Cancel** button.

## *Device Controller Configuration*

Device Controller Configuration requires admin-level privileges. Use this option to store information about a device you are using with your Digital Broadcaster, such as a Calypso or

BT IPME. To view and manage device controllers on your system, click on device controllers to display the Device Controllers configuration screen.

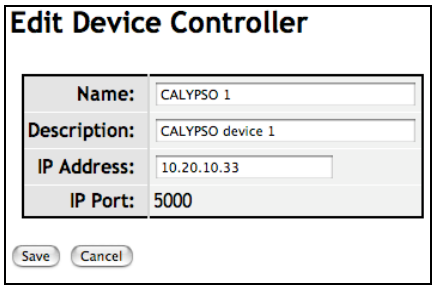



The application displays a table of device controllers and information about them.

- **Name** – The name of the device.
- **Description** – A few words describing the device, such as "Digital Recorder."
- **IP Address** – The IP address of the device.
- **IP Port** – The IP port where the device is connected to the server system.
- **Action** – Available actions for this device, such as the **Edit** icon to edit the device's parameters or View Events to see a list of events involving this device.
- **Import** – Allows you to choose a file and import it to the Web Application via this device.

### *Editing Device Controller Information*

To edit information about the device, click on the underlined device name, such as CALYPSO_1, or the **Edit** icon in the **Action** column. The **Edit Device Controller** screen is displayed.




Change the name, description, or IP address of the device as needed. Click the **Save** button to save changes and return to the Configuration Device Controllers screen, or click the **Cancel** button to return without making any changes.

### *Viewing Device Controller Events*

To see a list of events involving this device controller, click on View Events in the Action column. The application displays a list of events involving the device. Click on Device Controllers at the top of the window to return.

### *Importing Files with the Device Controller*

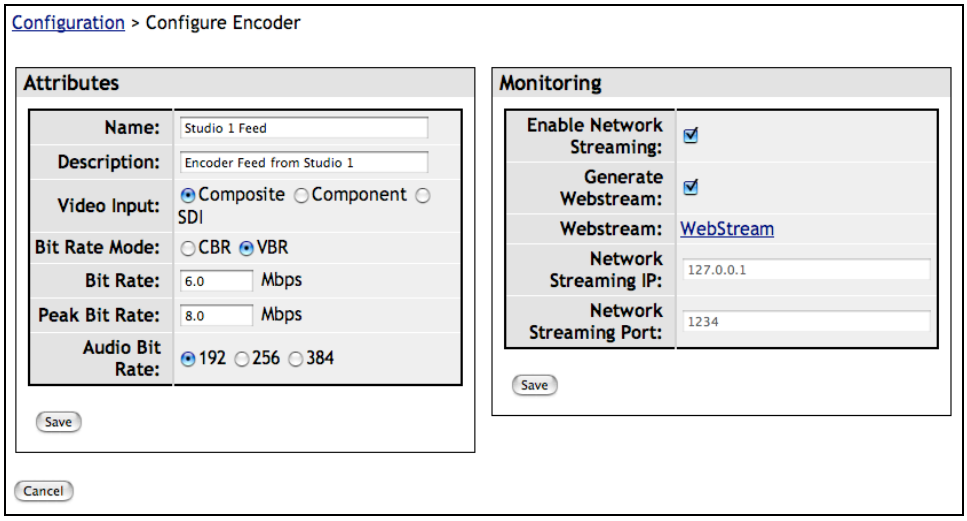
To use this device to import files, click the **Choose File** button in the **Import** column. Navigate through your filesystem and select the file you want to import. The application returns you to the **Device Controllers** window and displays the selected file in the **Import** column. Click the **Import** icon to the right of the filename to import the file to your system.

## *Feed Setup*

The Feed Setup section is available only in installations with an onboard MPEG Encoder. Feed Setup requires admin-level privileges. Use it to identify the directory (folder) for your captures, set bit rates and monitoring defaults, and set up the input, output port, and other settings for any live stream sources your installation uses.

### *Configuring Encoder Settings*

To configure the encoder settings, click on the encoder option. The application displays the **Configure Encoder** screen.




Enter the settings for your encoder. To cancel any unsaved changes and return to the Config page, click the **Cancel** button at the bottom right of the screen.

### *Attributes Box*

- **Name** – Enter a short, descriptive name for the encoder.
- **Description** – Enter a longer description about the encoder that will distinguish it from any others on the application.
- **Video Input** – Click on a radio button, depending on what input the encoder will use. For example, an Argus 200 encoder might use composite video input, but a USB encoder or C500 could use composite or S-video.
- **Bit Rate Mode** – Click on CBR or VBR as needed.

- **Bit Rate** – Enter the encoder's bit rate in bits per second. The default is 6 Mbps.
- **Peak Bit Rate** – Enter the encoder's peak bit rate in bits per second. The default is 8 Mbps.
- **Audio Bit Rate** – Click on the radio button corresponding to the encoder's audio bit rate. The default is 192 KHz, MPEG-2 PS, Layer II.

When you have finished entering attributes for the encoder, click the **Save** button at the bottom of the section.

### *Monitoring Box*

- **Enable Network Streaming** – To monitor what you are capturing through the encoder, check this box and enter the IP address and port number of the system where the stream will be displayed. This allows high-quality MPEG-2 packets to be transmitted over UDP to the IP address and port specified. This enables remote monitoring.

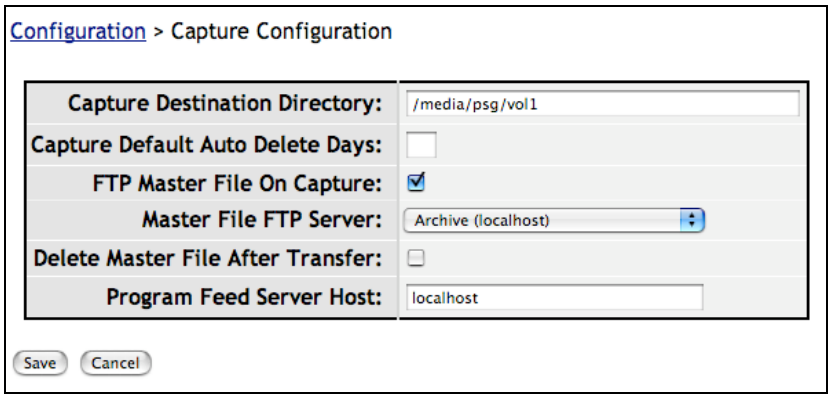
> ***Warning:*** *Network streaming can send large amounts of data across your network. This can cause network congestion if not coordinated with your IT department. Please confirm with your IT department before enabling.*

- **Generate Webstream** – To generate a webstream of what the channel is playing, click this box. The webstream name will be displayed on the Webstream line below. You can use this webstream to monitor playouts on your website or a PC.

When you have finished entering the monitoring information for the encoder, click the **Save** button at the bottom of the section.

### *Capture Configuration*

To set the default configuration for captures, click on the capture configuration option. The application displays the **Capture Configuration** screen.



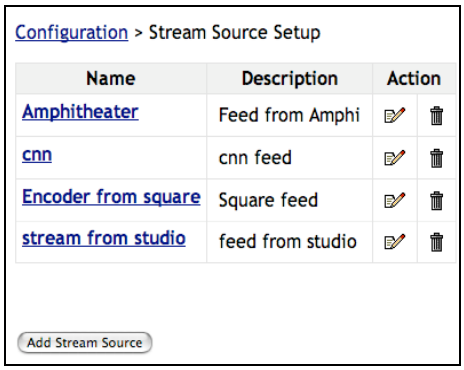
To set defaults for captures, fill in the fields.

- Capture Destination Directory – Type the path to the folder where you normally want your encodes to be saved. The default is the same directory where content is saved, typically /media/psg/vol1.
- Capture Default Auto Delete Days – Type the number of days after a capture you normally want it deleted from the server. To leave captures on the server until you delete them manually, leave the box blank.
- FTP Master File On Capture – After the capture is done you can automatically ftp it to another location. Check this box and select an FTP server from the drop-down list. The servers on this list are added as described in **Remote Server Configuration** on page 83.
- Delete Master File After Transfer – If you create a master file for captures and want it deleted after successfully transferring the file to the server, check this box.
- Program Feed Server Host – Type the name or IP address of the server for the program feed. If you want to get unattached programs from another server, such as a C500 encoder, enter that server's name as identified on your network.

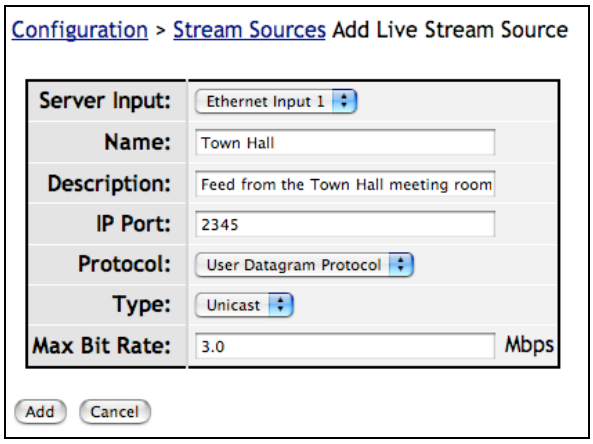
When you have finished, click **Save** to save the configuration information or **Cancel** to stop.

### *Manage Live Stream Sources*

To manage live stream sources, click on the stream sources option. The application displays the **Stream Source Setup** screen. If there are no stream sources, the box will be empty.




To add a stream source, click the **Add Stream Source** button and fill in the fields.



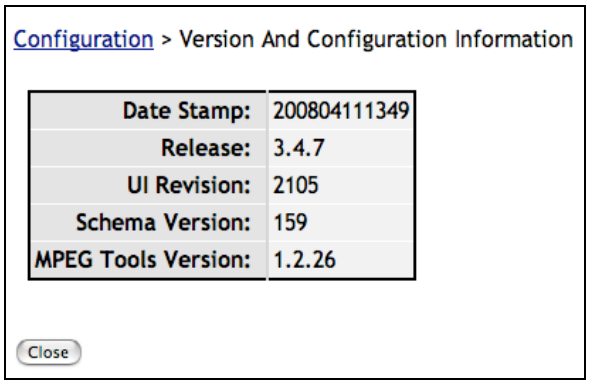

- Server Input – Select an input from the drop-down list.
- Name – Type a name for the stream source to identify it when scheduling.
- Description – Type a description of the stream source, if desired.
- IP Port – Type the 4-digit port number to receive the UDP packets for this stream source. Many installations select a 4-digit number at random. Make sure it is not the same as an existing stream source IP port number.
- Protocol – Select a protocol such as UDP from the drop-down list.
- Type – Select a stream type such as Unicast from the drop-down list.
- Max Bit Rate – Enter the maximum allowed bit rate for this stream source. If you are not sure, enter **0**.

When you have finished, click **Add** to add the stream source or **Cancel** to stop. The new stream source will be displayed on the list.

To change the information for a stream source, click the Edit icon. To delete a stream source, click the Trash icon.

## *TelVue UI Configuration*

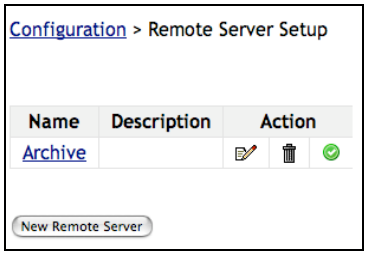
TelVue UI Configuration is available to users and admins. To view information on the current version of the Digital Broadcaster's user interface, click on version. The application displays the **Version Information** screen.




The screen shows the user interface's version number, schema version, build stamp in the form YYYYMMDDHHMM, and build revision. To return to the Config tab, click the **Close** button in the lower right corner.

## *Remote Server Configuration*

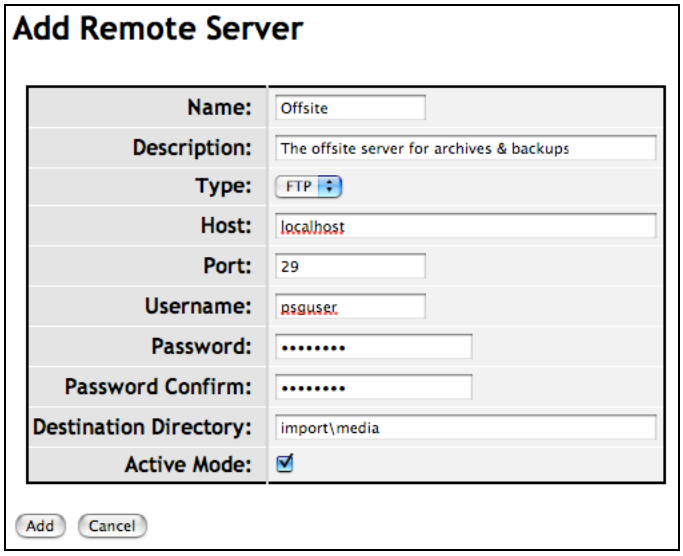
Remote Server Configuration requires admin-level privileges. To view or edit information on remote servers, such as an archive server, click on Configure remote servers. The application displays the **Remote Server Setup** screen.




The application displays the remote server name, description, and icons for available actions.

To return to the Config tab without taking any actions, click on Configuration at the top of the screen. To add, edit, delete, or accept a remote server, click on the corresponding icon.

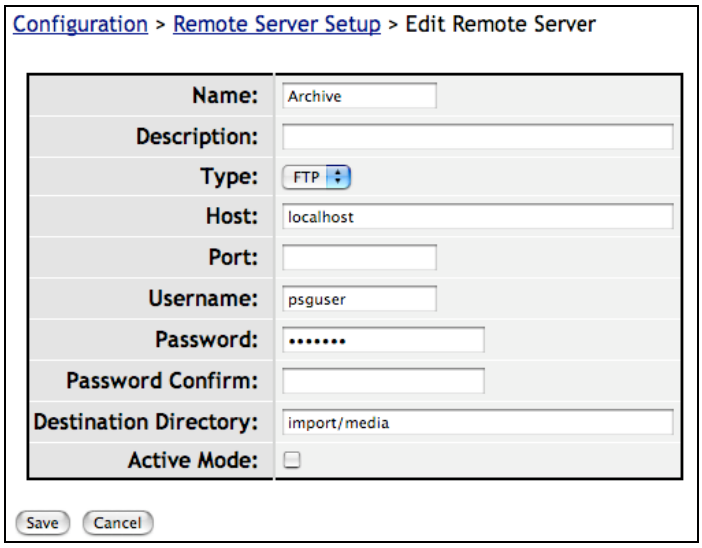
To add a remote FTP server for auto-transfer options, click the **New Remote Server** button. The **Add Remote Server** screen is displayed.




- **Name** – Type a short, descriptive name for the remote server.
- **Description** – Enter a longer description about the remote server that will distinguish it from the others at your installation.
- **Type** – Select the type of server this is, typically an FTP server.
- **Host** – Enter the host for the remote server, typically *localhost*.
- **Port** – The port connecting the remote server to your system, typically a nonstandard port number. If you do not enter a port number the remote server will use the default port.
- **Username** – The name you will use to connect to the remote server. This must be a valid username from your User Management list.
- **Password** – The password you will use to connect to the remote server.
- **Password Confirm** – Type the password again to make sure you have not made a mistake.
- **Destination Directory** – The folder or directory where content will be stored on this remote server. At this time it goes into root but not a subdirectory.
- **Active Mode** – Make sure active mode is enabled on this remote server by checking this box.

When you have finished, click **Add** to add the server to the list or **Cancel** to exit without adding the server. You are returned to the Remote Server Setup screen.

To edit the settings for a remote server, click on the **Edit** icon in the Action column. The **Edit Remote Server** screen is displayed.




The following fields are editable.

- **Name** – The short, descriptive name for the remote server.
- **Description** – A longer description about the remote server that will distinguish it from the others at your installation.
- **Type** – The type of server this is, typically an FTP server.
- **Host** – The host for the remote server, typically the local host.
- **Port** – The port connecting the remote server to your system. If no port is shown the remote server is using the default port.
- **Username** – The name you use to connect to the remote server. This must be a valid username used on your server.
- **Password** – The password you use to connect to the remote server. If you want to change the password, delete this one and type the new one.
- **Password Confirm** – If you are editing the password, type it again to make sure you have not made a mistake.
- **Destination Directory** – The folder or directory where content is typically stored on this remote server.
- **Active Mode** – Make sure active mode has been enabled on this remote server by checking this box.

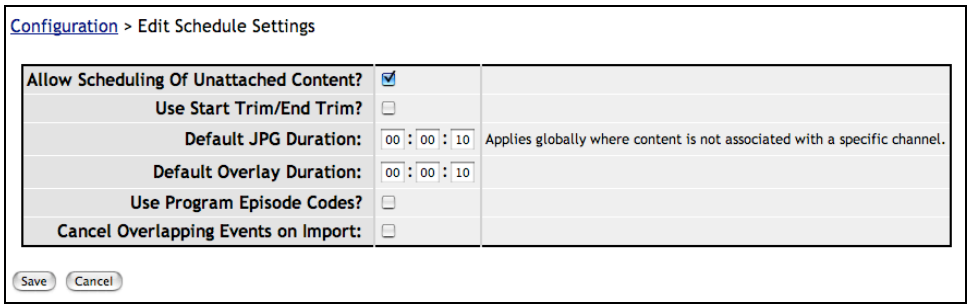
When you have finished, click **Save** to save any changes or **Cancel** to exit the screen without making any changes. You are returned to the Remote Server Setup screen.

- To test a remote server, click the **Test** icon. The system uses the username and password for this remote server to attempt to access it, and responds with a message saying whether it was successful.

- To delete a remote server, click the **Delete** icon. The application asks you to confirm that you want to delete the remote server. Click **Yes/OK** to delete it or **No/Cancel** to return to the Remote Server Setup screen without deleting the server.

## *Schedule Configuration*

Schedule Configuration requires admin-level privileges. The schedule settings allow you to set defaults for the content you use in your programming. To configure schedule settings, click on the schedule option. The application displays the **Edit Schedule Settings** screen.


Configuration > Edit Schedule Settings
Allow Scheduling Of Unattached Content?
Use Start Trim/End Trim?
Default JPG Duration:
00 : 00 : 10
Applies globally where content is not associated with a specific channel.
Default Overlay Duration:
00 : 00 : 10
Use Program Episode Codes?
Cancel Overlapping Events on Import:
Save
Cancel

Change the defaults by editing one or more of the following fields. To return to the Config page without making any changes, click the **Cancel** button.

- **Allow Scheduling of Unattached Content?** – If you want to be able to schedule content that is not yet on the server, check this box. This option is useful at installations where content is aired shortly after capture.
- **Use Start Trim/End Trim?** – The Web Application offers two ways to determine where file playout should start and stop and how long the playout should be. You will see one or the other when you edit content or schedule playouts. To use Offset and Duration, leave this box unchecked. To use Start Trim and End Trim check this box. If you use a nonlinear editor such as Ulead to find trim points, use Start Trim and End Trim. For an example of calculating Offset and Duration vs. Start Trim and End Trim, see page 16.
- **Default JPG Duration** – Enter the default length of time you want each jpg image file in a playlist to play. You can override this default for any image when you create a playlist. Also, if the runtime has been set in an image file, the runtime will override this default for that image file. If you set the jpg duration to zero (00:00:00), you will have to set a duration for each image in a playlist every time you create one. Changing the default here will not affect any playlists you have already created.
- **Default Overlay Duration** – Controls the default duration of overlays in playlists. This feature is not available in this release.
- **Use Program Episode Codes** – If your installation uses program and episode codes, check this box to use the "Program Code" and "Episode Code" fields when searching content and to display the program and episode codes on content thumbnails and tables, on programming screens,

and in the As Run report. All unattached content you add to your server will be identified by its Program Code and Episode Code combination.

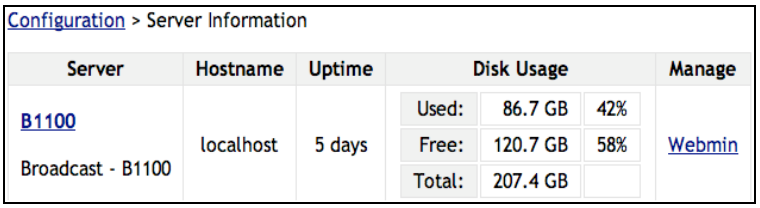
When you have editing the schedule settings, click the **Save** button at the bottom of the screen. A message verifying that the changes were updated appears at the top of the screen. Click the **Config** tab to return to the Configuration menu or click any tab to do other work.

## *Server Management*

Server Management requires admin-level privileges. The Server Management section lets you look at server information, configure your network settings, and reboot or turn off the server.

### *View Server Information*

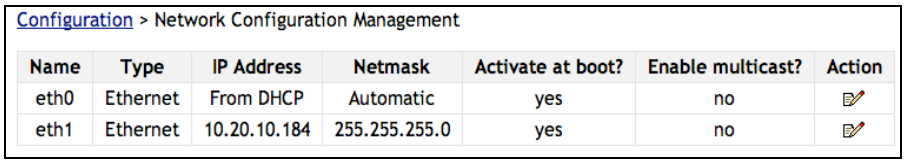
To view server information, click on the view server information option. The application displays the **Server Information** screen.




- **Server** – the name of the Digital Broadcaster in this installation.
- **Hostname** – the name of the host for this Digital Broadcaster.
- **Uptime** – the number of days the Digital Broadcaster has been running since its most recent reboot.
- **Disk Usage** – the amount of used, free and total space on the Digital Broadcaster. This is a useful way to see whether some content should be deleted from the server's database.
- **Manage** – the link to the Webmin server management tool, which is described in the Utilities section of this manual.

### *Manage Network Configurations*

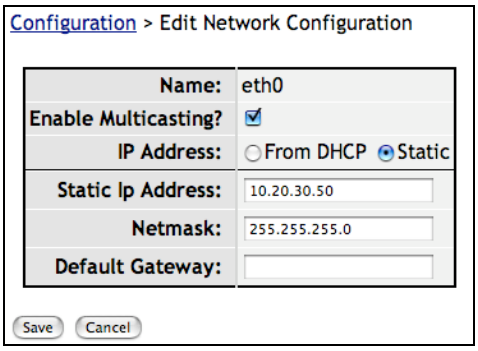
To manage your network configurations, click on the manage network configurations option. The application displays the **Network Configuration Management** screen.




- **Name –** the name of the host interface, such as eth0 or eth1.
- **Type –** the type of network connection, such as Ethernet.

- **IP Address** – The IP address of the network. If the IP address is dynamic, this entry will display DHCP. If DHCP is used, the assignment should match the MAC address of the Digital Broadcaster.
- **Netmask –** The Netmask value of the network. The default value is 255.255.255.0.
- **Activate at boot?** – If this network connection should be activated when the server is booted this entry will display *yes*.
- **Enable multicast?** – If multicasting has been enabled for this network connection, this entry will display *yes*.

To edit a network configuration, click on the **Edit** icon in the **Action** column. The **Edit Network Configuration** screen is displayed.




The following fields are editable.

- **Name –** the name of the host interface, such as eth0 or eth1.
- **Enable multicasting?** – To enable multicasting for this network connection, check this box.

  ***Warning:*** *Before enabling multicasting talk to your system administrator.*

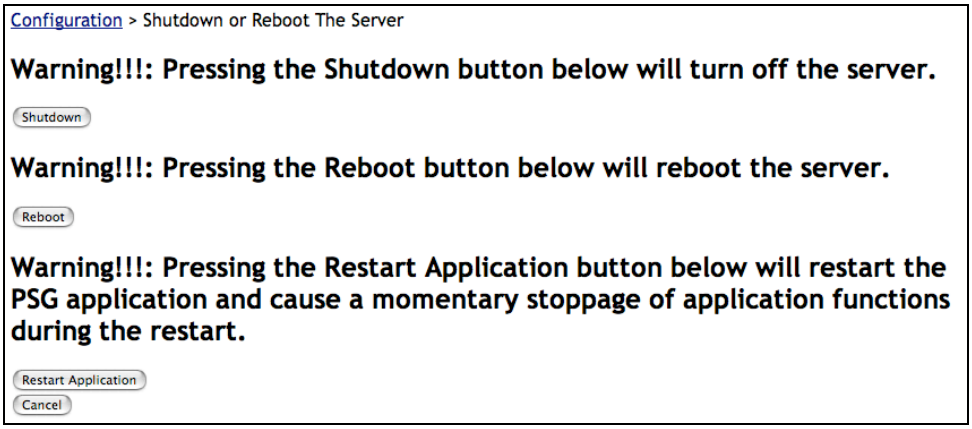
- **IP Address** – Select either DHCP or Static. If Static, enter the assigned the IP address. TelVue generally recommends a Static IP address so any possible port forwarding does not become stale due to IP address changes. If DHCP is used, the assignment should match the MAC address of the Digital Broadcaster. The default is Static IP address 1.1.1.1.
- **Netmask –** Enter the Netmask value for your network. The default value is 255.255.255.0.
- **Default Gateway** – Enter the Default Gateway IP address. The Default Gateway is generally the device on your network that routes Internet traffic to the Digital Broadcaster, for example a cable or DSL router.

When you have edited the network configuration, click the **Save** button at the bottom of the screen. A message verifying that the changes were updated appears at the top of the screen. Click the **Config** tab to return to the Configuration menu or click any tab to do other work.

***Note:*** *Some changes to the network configuration, such as IP addresses and destination ports, will make it necessary to reboot the media server. The media server will warn you and give you the option of canceling the changes.*

### *Turn Off or Reboot the Server*

To turn off or reboot the server, click the Turn off or reboot option. The application displays the **Shutdown or Reboot The Server** screen.


Configuration > Shutdown or Reboot The Server
Warning!!!: Pressing the Shutdown button below will turn off the server.
Shutdown
Warning!!!: Pressing the Reboot button below will reboot the server.
Reboot
Warning!!!: Pressing the Restart Application button below will restart the PSG application and cause a momentary stoppage of application functions during the restart.
Restart Application
Cancel

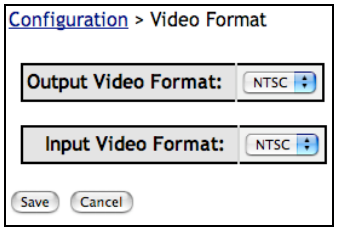
Read the warnings on the screen before shutting down or rebooting the server or restarting the server application. Any of these actions will interrupt work in progress, including any programming you may currently be streaming to viewers. The interruption could be as brief as a few seconds but could take several hours if the system performs a filesystem check upon startup. For assistance or if you often need to reboot or restart your server, contact TelVue Support.

- **Shutdown –** To shut down the server without restarting it, click **Shutdown**.
- **Reboot –** To reboot the server, which will restart the server and the User Interface, click **Reboot**.
- **Restart Application –** To restart the server application, which will restart the User Interface and media server but not restart the server hardware, click **Restart Application**.

To exit this page without doing anything, click **Cancel**.

### *Change the Video Format*

To change the output and input video format for your server, click the video format option. The application displays the **Video Format** screen.



Select NTSC or PAL from the drop-down lists. Click the **Save** button to save your changes or the **Cancel** button to exit the page without making any changes.

## *Switch Configuration*

This option is available only in systems configured with a video switch.

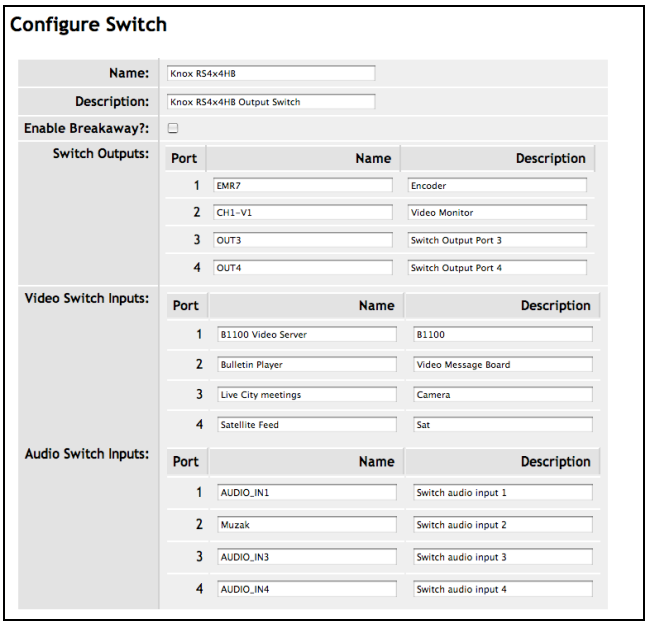
When this version of the Digital Broadcaster media server was released, TelVue supported the following switch models.

| | | |
|---|---|---|
| Extron (Matrix 50 Series) | Knox RS2 | Sierra |
| Knox 4x4 | Laird LTM4x4HDSDI | Sigma (16x1) |
| Knox 8x8 | Network VikinX | Sigma (2100 Series) |
| Knox 16x16 | Pesa Bobcat | Sigma (MRX Series) |
| Knox Alpha | Pesa Ocelot | Sigma (SLX Series) |
| Knox Chameleon | Ross Kondor | TvOne C2-7310 |

Contact TelVue Technical Support to see if other models are supported.

### *Configure Switch Ports*

To configure switch input and output ports, click on the switch option. The application displays the **Configure Switch** screen.




The following fields are editable.

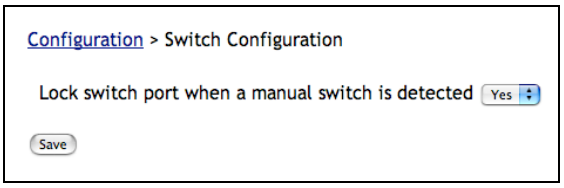
- **Name** – Enter a short, descriptive name for the switch.
- **Description** – Enter a longer description about the switch that will distinguish it from the others at your installation.

- **Enable Breakaway?** – To enable breakaway, check this box. Enabling breakaway allows separate audio and video input ports to be routed to the same switch output port.
- **Switch Outputs** – The names and brief descriptions of the available switch output ports are listed. To change any of them, type the new name and brief description in the fields for that output port.
- **Video Switch Inputs** – The names and brief descriptions of the available video switch input ports are listed. To change any of them, type the new name and brief description in the fields for that input port.
- **Audio Switch Inputs** – The names and brief descriptions of the available audio switch input ports are listed. To change any of them, type the new name and brief description in the fields for that input port.

When you have finished entering the configuration information for this switch, click the **Save** button at the bottom of the screen. To return to the Config page without making any changes, click the **Cancel** button.

### *Change Switch Configuration*

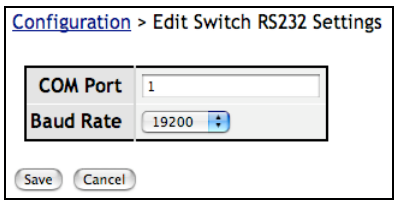
The default switch configuration is to lock the switch port when the system detects a manual switch (a switch using the buttons on the switch faceplate). To change the switch configuration click on the configuration option.




To have the Digital Broadcaster lock the switch port when it detects a manual (faceplate) switch, select **Yes** from the drop-down list. To prevent the Digital Broadcaster from locking the switch port when it detects a manual (faceplate) switch, select **No** from the drop-down list. Click the **Save** button at the bottom of the screen, or to return to the Config page without making any changes, click on Configuration or the **Switch** tab.

### *Configure RS232 Settings*

To change the RS232 settings for the switch, click on the RS232 option. The application displays the **Edit Switch RS232 Settings** screen.




The following fields are editable.

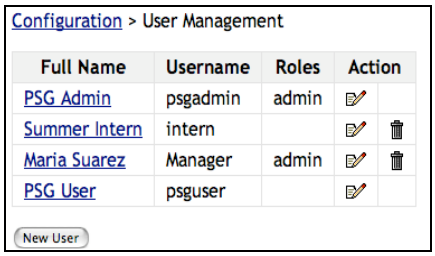
- **COM Port** – Enter the COM port number this switch will use.

- **Baud Rate** – Select the baud rate for this switch.

When you have finished entering the configuration information for the RS232 switch, click the **Save** button at the bottom of the screen. To return to the Config page without making any changes, click the **Cancel** button.

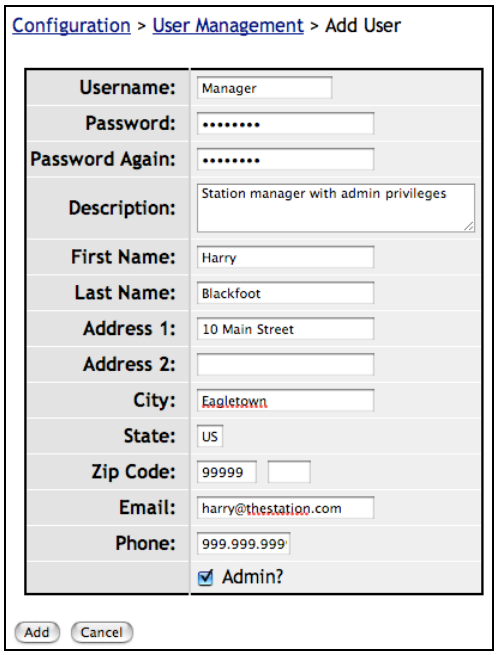
## *User Management*

User Management is available to both users and admins. To add, remove, or manage system users or their permissions click on the users option. The application displays the **User Management** screen.




- **Edit** – Those with user-level privileges may edit only their own information. To edit a user's name or password information, click on the user name or on the **Edit** icon. Edit the full username, password, name, contact information, or privileges as desired. Click on the **Save** button at the bottom of the screen to save the changes. To return to the User Management screen without making changes, click the **Cancel** button.
- **Delete** – Only admins may delete a user. To delete a user from the list, such as when an employee leaves the company or installation, click the **Delete** icon. The application asks you to confirm the deletion. If you are sure you want to delete this username, click on **Yes (OK)**. Otherwise click on **No (Cancel)**, and the application leaves the user on the list.

  *Note: Neither* psgadmin *nor* psguser *can be deleted.*
- **Add** – Only admins may add a user. To add a new user to the application, click the **New User** button at the bottom of the screen. The application displays the Add User screen.




At a minimum, enter the new user's username, password (twice), first name, and last name.

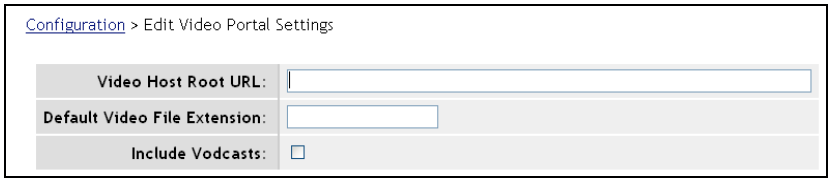
- **Username** – Enter the user's ID. This is the name the user will enter to log in. It may be up to 30 alphanumeric characters in length.
- **Password** – Enter the user's password. It must be a minimum of 3 and a maximum of 100 alphanumeric characters in length.
- **Password Again** – Retype the user's password. Retyping protects against accidental misspellings.
- **First Name** – (Required) Enter the user's first name.
- **Last Name** – (Required) Enter the user's last name.
- **Address 1, Address 2, City, State, Zip Code, Email, Phone** – Enter this optional contact information for the user if you wish.
- **Admin?** – If this user will have administrative privileges, check this box. Admin privileges include:
    - System configuration – Admins can configure the server, any switches, feeds, channels, remote servers, vodcasts and podcasts, and schedules. Users cannot view most of these options on the Configuration page.
    - Content Editing – Admins can edit any content on the server. Users can edit only the content they created or imported.

Click on the **Add** button at the bottom of the screen to add the user to the application. To return to the User Management screen without adding a new user, click the **Cancel** button.

## *Video Portal Configuration*

> ***Note:*** *The Video Portal Configuration section is available only if the Video Portal feature has been enabled on your server.*

Video Portal Configuration requires admin-level privileges. The video portal feature allows automatic creation of a searchable web video-on-demand front end. You choose files to post on the portal for your community to browse and view on-demand across the web. The automatically generated video portal may be framed within the context of your own website.




The following fields are editable.

- **Video Host Root URL –** If you are serving the web video files directly from the download directory of your TelVue server, leave this field blank. In this case the download root URL will be http://<ip_of_archive_server>:80/media/psg/vol1/download. If you are using a remote server or streaming media service provider, enter the host root URL in this field. The media links in the video portal will be constructed as the Root URL plus the filename.
- **Default Video File Extension –** Enter the default file extension for your web video files. If you leave this field blank, the file extension will default to _vodcast.mp4 which is the extension used when your TelVue server automatically creates mp4 files with the Vodcast feature. When generating the video portal, the media links will include the root URL plus the filename, and the filename is constructed as the source media filename plus the default file extension. Your web video files must follow this naming convention for the video portal media links to be correct.
- **Include Vodcasts –** With this option selected, all Vodcast files will be automatically added to the video portal.

## *Vodcast/Podcast Configuration*

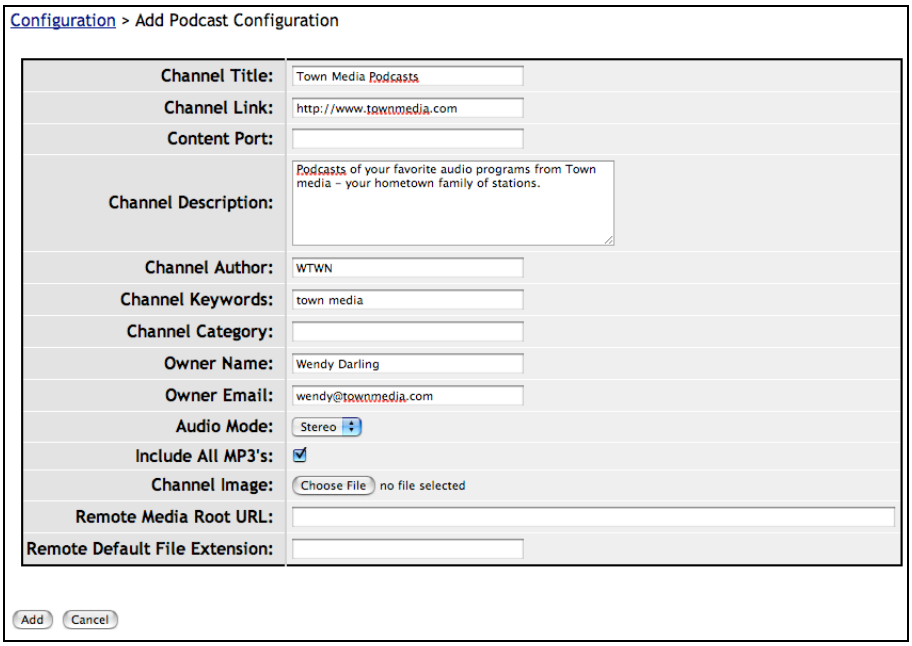
> ***Note:*** *The Vodcast/Podcast Configuration section is available only if vodcasting and podcasting have been enabled on your server.*

Vodcast/Podcast Configuration requires admin-level privileges. A podcast is one or more digital audio files that are distributed over the Internet using syndication feeds for playback on portable media players and personal computers. Similarly, a vodcast is one or more digital video files that can be distributed the same way. Vodcasting and podcasting are available on S-series archive servers and C-series encoders.

### *Configuring the Podcast Feed*

***Note:*** *Podcast feeds are available only on S-series archive servers and C-series encoders.*

To configure a podcast feed, click on the podcast option. The application displays the **Add Podcast Configuration** screen.




The following fields are editable.

- **Channel Title** – Enter the title for the RSS channel. The Channel Title is how people refer to your service. If you have an HTML website that contains the same information as your RSS file, the title of your channel should be the same as the title of your website.
- **Channel Link** – Enter the web address to the HTML website corresponding to the channel, such as your station's website.
- **Content Port** – Enter the port number through which the podcast download server will be available. To use the default web server port, leave the field blank. The default port is typically port 80 unless your server or host was configured otherwise.
- **Channel Description** – Enter a brief description of the channel or its content to guide your customers.
- **Channel Author** – Enter the station call letters or other identifier.
- **Channel Keywords** – Enter one or more keywords to help listeners find this podcast.
- **Channel Category** – If the channel is included in one or more of your content categories, enter the category here,
- **Owner Name** – Enter the name of a technical manager or other contact at the station.
- **Owner Email** – If applicable, enter the owner's email address.
- **Audio Mode** – Select Mono or Stereo from the drop-down list to specify whether locally transcoded mp3s should be mono or stereo.

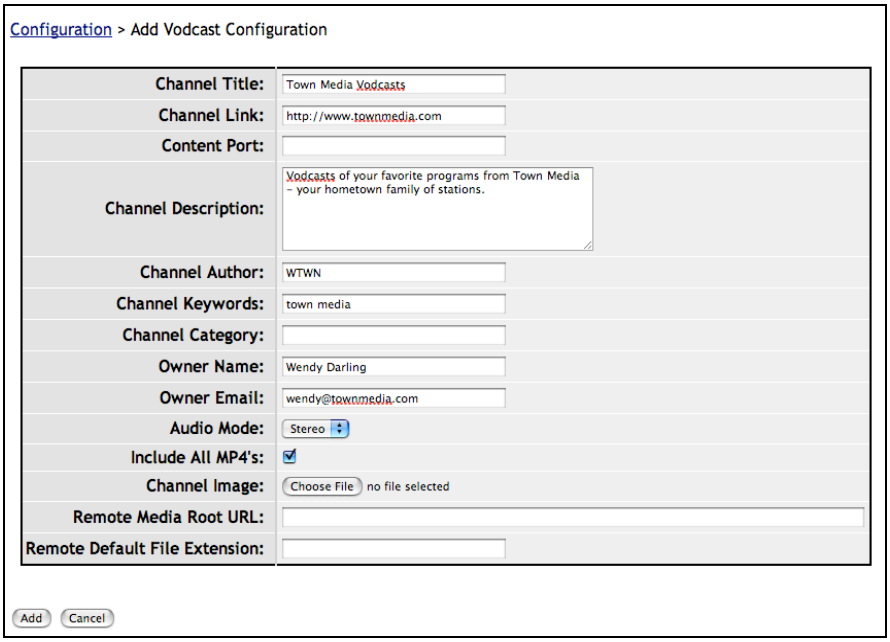
- **Include All MP3's** – To make all mp3 files available for podcasting including mp3s that were imported to content as well as those generated by the TelVue server, check this box. If this feature is disabled then mp3 files not created via 1-click Podcast on the server will not be included in the RSS feed even if they are imported to the Content Library.
- **Channel Image** – If this channel has a .gif or .jpg image file, browse for it here and select it from your locally accessible file system.
- **Remote Media Root URL –** If you are serving the mp3 files directly from the download directory of your TelVue server, leave this field blank. In this case the download root URL will be http://nnn.nnn.nnn.nnn:80/media/psg/vol1/download where nnn.nnn.nnn.nnn is the IP address of your archive server. If you are using a remote server or a streaming media service, enter the host root URL in this field. The media links in the RSS feed will be constructed as the root URL plus the filename.
- **Remote Default File Extension –** Enter the default file extension for your podcast files. If you leave this field blank, the file extension will default to *podcast.mp3*, which is the extension used when your TelVue server automatically creates mp3 files. For example, if you 1-click podcast a file called *test.mpg*, the TelVue server creates *test_podcast.mp3*. If you are creating your mp3s externally using another transcoding system, you may choose to use your own file extension such as *.mp3*. When creating the RSS feed, the media links will include the root URL plus the filename. The filename will be constructed as the source media filename plus the default file extension. Your transcoded files must follow this naming convention for the RSS feed media links to be correct.

When you have finished editing the podcast configuration, click the **Save** button. The application saves the changes and returns you to the Config page. To return to the Config page without changing the podcast configuration, click the **Cancel** button.

### *Configuring the Vodcast Feed*

***Note:*** *Vodcast feeds are available only on S-series archive servers and C-series encoders.*

To configure a vodcast, click on the vodcast option. The application displays the **Add Vodcast Configuration** screen.



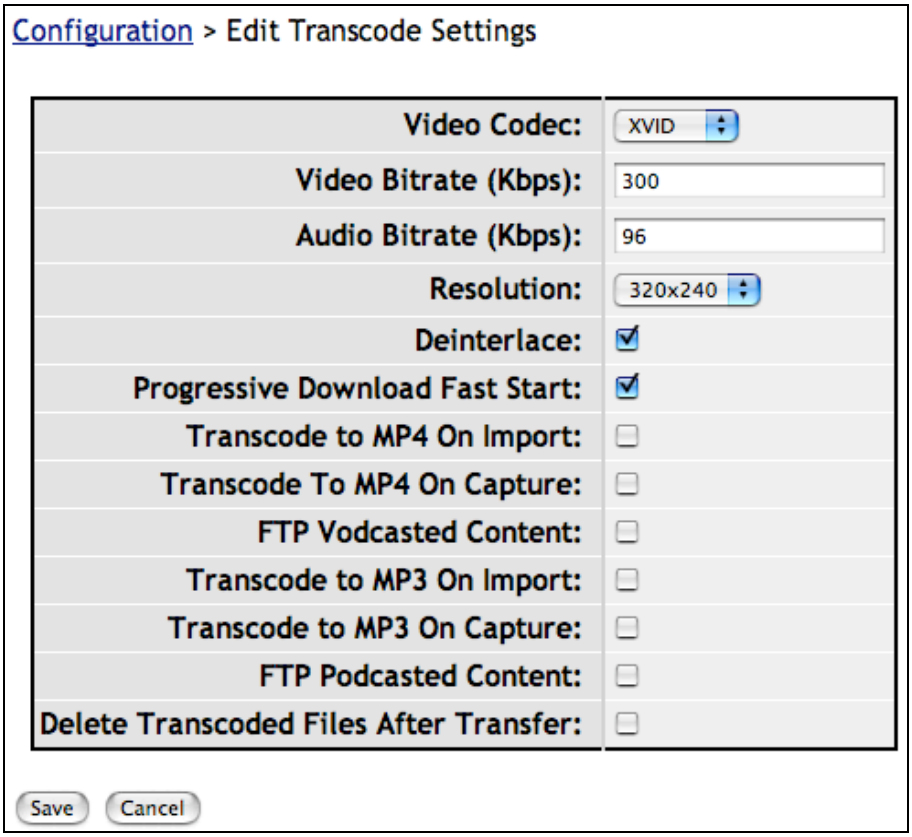

The following fields are editable.

- **Channel Title** – Enter the title for the RSS channel. The Channel Title is how people refer to your service. If you have an HTML website that contains the same information as your RSS file, the title of your channel should be the same as the title of your website.
- **Channel Link** – Enter the web address to the HTML website corresponding to the channel, such as your station's website.
- **Content Port** – Enter the port number through which the vodcast download server will be available. To use the default web server port, leave the field blank. The default port is typically port 80 unless your server or host was configured otherwise.
- **Channel Description** – Enter a brief description of the channel or its content to guide your customers.
- **Channel Author** – Enter the station call letters or other identifier.
- **Channel Keywords** – Enter one or more keywords to help listeners find this vodcast.
- **Channel Category** – If the channel is included in one or more of your content categories, enter the category here,
- **Owner Name** – Enter the name of a technical manager or other contact at the station.
- **Owner Email** – If applicable, enter the owner's email address.
- **Audio Mode** – Select Mono or Stereo from the drop-down list to specify whether locally transcoded mp4s should be mono or stereo.

- **Include All MP4's** – To make all mp4 files available for vodcasting, including mp4s that were imported to content as well as those generated by the TelVue server, check this box. If this feature is disabled then mp4 files not created via 1-click Vodcast on the server will not be included in the RSS feed even if they are imported to the Content Library. If you decide later to make a file available for vodcasting, select it on the Content tab and choose the **Include in Portal** option.
- **Channel Image** – If this channel has a .gif or .jpg image file, browse for it here and select it from your locally accessible file system.
- **Remote Media Root URL –** If you are serving the mp4 files directly from the download directory of your TelVue server, leave this field blank. In this case the download root URL will be http://nnn.nnn.nnn.nnn:80/media/psg/vol1/download where nnn.nnn.nnn.nnn is the IP address of your archive server. If you are using a remote server or a streaming media service, enter the host root URL in this field. The media links in the RSS feed will be constructed as the root URL plus the filename.
- **Remote Default File Extension –** Enter the default file extension for your vodcast files. If you leave this field blank, the file extension will default to *vodcast.mp4,* which is the extension used when your TelVue server automatically creates mp4 files. For example, if you 1-click Vodcast a file called *test.mpg*, the TelVue server creates *test_vodcast.mp4*. If you are creating your mp4s externally using another transcoding system, you may choose to use your own file extension such as *.mp4*. When creating the RSS feed, the media links will include the root URL plus the filename. The filename will be constructed as the source media filename plus the default file extension. Your transcoded files must follow this naming convention for the RSS feed media links to be correct.

### *Managing Transcode Settings*

Transcoding reformats video or audio from one format and codec to another. To edit transcode settings for creating vodcast mp4s and podcast mp3s at your installation, click on the transcode option. The application displays the **Edit Transcode Settings** screen.




The following fields are editable.

- **Video Codec** – Select the encoder codec such as XVID or MP4 from the drop-down list.
- **Video Bitrate (Kbps)** – Enter the streaming bitrate of the video. The default is 300 Kbps.
- **Audio Bitrate (Kbps)** – Enter the streaming bitrate of the audio. The default is 96 Kbps.
- **Resolution –** Select the resolution from the drop-down list, either 320x240 or 640x480.
- **Deinterlace** – To deinterlace video, check this box. TelVue recommends enabling deinterlacing for web media.
- **Transcode to MP4 on Import –** If you want all source video files that are imported to the Content Library to be automatically vodcasted, select this option.
- **Transcode to MP4 on Capture –** If you want all files captured by the integrated encoder to be automatically vodcasted, select this option. This is relevant only for C-series Encoders.
- **FTP Vodcasted Content –** If you want the mp4 files created via vodcasting to be automatically transferred to a remote server using FTP, select this option and choose a remote FTP server from the Vodcast FTP Server drop-down list. You can manage

remote servers via the Remote Server configuration on page 83. For example, you may choose to automatically FTP the vodcast mp4s to a remote video hosting site and configure that remote server to be the Root URL for your vodcast or video portal. If a remote URL is configured for the vodcast and this option is selected, vodcasted content will not display in the Vodcast RSS feed until the FTP transfer is complete. Likewise if the Video Portal feature is enabled, is configured to use a remote URL, and is set to include all vodcasted content, the portal will not show a new vodcasted content file until the FTP transfer is complete.

- **Transcode to MP3 on Import –** If you want all source video files that are imported to the Content Library to be automatically podcasted, select this option.
- **Transcode to MP3 on Capture –** If you want all files captured by the integrated encoder to be automatically podcasted, select this option. This is relevant only for C-series Encoders.
- **FTP Podcasted Content –** If you want the mp3 files created via podcasting to be automatically transferred to a remote server using FTP, select this option and choose a remote FTP server from the Podcast FTP Server drop-down list. You can manage remote servers via the Remote Server configuration on page 83. For example, you may choose to automatically FTP the podcast mp3s to a remote hosting site and configure that remote server to be the Root URL for your podcast. If a remote URL is configured for the podcast and this option is selected, podcasted content will not display in the Podcast RSS feed until the FTP has been completed.
- **Delete Transcoded Files After Transfer –** To delete the transcoded mp4 or mp3 files from the download directory after transfer if the FTP options are enabled, select this option.

When you have finished editing the transcode settings, click the **Save** button. The application saves the changes and returns you to the Config page. To return to the Config page without changing the transcode settings, click the **Cancel** button.